



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Field Nurse Supervisor	<b>Job Code:</b>	300260	<b>Job Grade:</b>	HM
<b>Reports To:</b>	Assistant Director	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Health and Human Services	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	8049
				<b>WC Code:</b>	8833
<b>Division:</b>	Various	<b>CS Code*:</b>	C or D	<b>EEO Code:</b>	B08

**Summary of Functions:** Provides supervision to the staff including evaluation, instruction and scheduling of nurses in specialized nursing care. Responsible for planning and implementing policies and procedures in conjunction with administrative staff. Coordinates Medicaid program, outreach activities, and Low Birth Weight program. Serves as a liaison with outside agencies.

**Management Scope:** Supervises exempt and non-exempt nursing and support staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Interprets and implements agency policies and program goals, providing supervision and direction to staff in the performance of duties as related to public health issues and concerns.	30	E
2. Provides information and education to the public health care community on health issues and immunization practices.	20	E
3. Makes staff assignments; hires and orientates new staff; monitors time and attendance; and conducts employee performance evaluations.	20	E
4. Promotes public relations with other health and welfare agencies and the general public; coordinates outreach activities.	10	E
5. Shares responsibilities in planning, implementing and evaluating agency and local public health programs.	10	E
6. Participates in programs and conferences ensuring knowledge base is current.	05	E
7. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Nursing, or in a job related field of study. Three (3) years of nursing experience, including one (1) year supervisory experience.

Special Requirements/Knowledge, Skills & Abilities:

Must be licensed as a Registered Nurse in the State of Texas. Knowledge of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public

Depending on the location, this position may require the incumbent possess a valid Texas Driver's License, with good driving record.

Physical/Environmental Requirements:

Standard clinic environment. Ability to stand or sit for prolonged periods, with ability to lift/transport supplies and equipment. Exposure to blood, various illnesses and diseases. Ability to travel to various work site locations.

Hay Points/Point Factor:

KH: EI3 230 pts, PS: D4 (38%) 87 pts, AC: DIP 100 pts, TTL: 417 pts, KH/PS/AC: 52-22-26\*

\*Post Jail Transition Review

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 04/05

Approved by Civil Service Commission on

Date 05/16/05, 1/22/07

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.