

**BEAR RIVER HEALTH DEPARTMENT
JOB OPENING ANNOUNCEMENT**

Title: Nursing Division Director

Division: Nursing Division – Logan

Closing Date: March 8, 2019

Status: Full Time Benefited

Grade: 27

Wage: Negotiable depending on training & experience

General Description: Under the general supervision of the Local Health Officer, directs the Nursing Division of the Bear River Health Department. Responsible for Division fiscal control, personnel management, program planning, operations, evaluation and the delivery of quality public health services in Cache, Rich, and Box Elder Counties.

Education and Experience:

- Graduation from an accredited college or university with a Master's Degree in public health, nursing or a related field. Have a current RN license. **PLUS** Three (3) years post-graduate experience in public health or nursing field. Two (2) years of which should include supervisory or management experience.
- **Substitutions:** Additional years of post-graduate experience in public health or nursing for MS Degree.
 - Bachelor of Science Degree in nursing (BSN) - two (2) additional years of experience required.
 - Associates Degree in nursing - four (4) additional years of experience required.

Knowledge and Understanding of:

- The principles, theories, and practice of public health, communicable disease prevention, and public health nursing.
- The current federal, state, and local regulations related to public health nursing practices and standards.
- Basic procedures for billing Medicaid, Medicare, and private insurance providers.
- Must have specific knowledge in the following areas: adult and childhood vaccinations, epidemiological investigations, screening and treatment of tuberculosis, HIV and STI screening and prevention, child and human development, and principles of chronic and communicable disease prevention.
- Computer applications including word processing, spreadsheets, electronic medical records, and database reporting.

Skills & Abilities:

- Expertise with supervisory and leadership techniques including: strategic planning, program evaluation, negotiation techniques, conflict resolution, customer service, and analytical problem solving, budgeting and personnel management.
- Basic clinical nursing techniques including administering injections, drawing blood, physical exams and assessments.
- Must have the ability to communicate effectively, both orally and in writing.
- Must be able to maintain cooperative relationships with healthcare providers, policy makers, elected officials, administrators, funding agencies, media representatives, clients and the public.
- Maintain confidentiality of sensitive records and information. Follow and enforce HIPAA standards.

Special Qualifications:

- Current RN license and certification in Cardio Pulmonary Resuscitation (CPR).

- Have completed Hepatitis B vaccination series AND have a titer within acceptable range of immunity.
- Must be able to pass a full background check and drug screening urinalysis.
- Must possess or be able to obtain a valid Utah Driver License at the time of employment.
- Must be able to provide own transportation when needed.
- Must be able to lift 30 pounds and be able to perform strenuous activities requiring flexibility, stamina, and overall general good health
- Must have the visual clarity and manual dexterity required to administer vaccines safely and appropriately.
- Must have a flexible schedule, available for work in the evenings and/or weekends as job requires.

Summary of Duties:

- Supervises, plans, coordinates, directs and controls all activities and personnel functions of the Nursing Division.
- Prepares and monitors Division budget; authorizes expenditures.
- Coordinates personnel issues with BRHD Administration.
- Coordinates regularly with the Local Health Officer keeping them informed of Division activities and functions.
- Member of the BRHD Management Team.
- Ensures that Division services comply with Federal, State, and local requirements.
- Prepares contract and grant proposals. Monitors contract compliance and completion of contract performance objectives
- Ensures timely completion and submission of Division reports, charts, performance reviews, budgets, etc.
- Represents BRHD on State advisory boards, UDOH committees, interagency councils, Local Nursing Directors Affiliate, and state or local task forces and committees as assigned.
- Responds to public health emergencies as required by the BRHD. Available by cell phone at all times.
- Maintains a regular schedule of clinical assignments and other fieldwork as needed.
- Attends staff meetings and conferences as appropriate.
- Completes other duties, as assigned.

Applications available Monday through Thursday 8 am to 6 pm; and Friday 8 am to 1 pm at the Bear River Health Department, 655 E. 1300 N. Logan, Utah, or online at www.brhd.org. Return completed application, resume, and transcripts to Sylvia at the Bear River Health Department.

Email: stello@brhd.org - Phone: 435-792-6498 – Fax: 435-792-6495