

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: COMMUNITY HEALTH SUPERVISOR
DEPARTMENT: PUBLIC HEALTH
REPORTS TO: PUBLIC HEALTH NURSE IV

CLASS CODE: 44654
FLSA STATUS: N
DATE: 2/06

JOB SUMMARY AND DISTINGUISHING FEATURES:

Supervises staff and performs complex public health functions in clinics and community settings, including: developing clinical services schedule; performing various administrative functions; providing various health services; and conducting basic counseling.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Oversees various clinic functions, including: developing schedules; coordinating staff functions and assigning staff to assure optimal coverage; ordering, stocking and maintaining equipment/supplies; and managing inventory.

Provides counseling and educational material on health-related topics; makes presentations on health-related topics to a variety of audiences.

Acts as a liaison between Public Health Nursing and families by helping families set up appointments for health care and depending upon assignment, may provide interpretation services between families and therapists; coordinates home visits; calls to continue follow-up plans recommended by Public health Nurses.

Provides assistance to families with medical processes making appropriate referrals to community resources after assessing their needs and following up to assess progress; advocates and collaborates with local agencies with the purpose to speed up process for obtaining care.

Conducts home visits; assesses families in crisis and determines appropriate intervention/referrals.

Provides transportation services for clients to appointments for health care when needed; helps clients with interpretation at appointments.

Works in collaboration with other health providers and/or other community agencies in assessing and referring patients requiring assistance with special problems; confers with Public Health nurses on difficult cases and makes recommendations on follow-up plans.

Performs limited testing and laboratory work under supervision and documents results.

Screens clients for tobacco and other substance use; provides education on the effects of tobacco use and second-hand smoke; provides tobacco cessation assistance; refers clients to other resources as needed for substance abuse prevention and treatment.

Conducts and/or attends meetings, workshops and training;

Performs duties in preparing progress reporting, recording information, and observations to assist client needs.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs special assignments as requested to include researching and preparing reports and projects.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	General Office Equipment	Shredder	Dipstick Urine Analysis
Vehicle	Pregnancy Test Kits	Autoclave	Blood Pressure Cuff
Centrifuge	Stethoscope	Hap Machine	Audiometric
Titmus Tester	Scales	Measuring Board	Breast Pump

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Depending upon assignment may require the ability to communicate in a second language as an interpreter.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Principles and methods of supervision and management.

Resources, community agencies and health care and other services and the processes of application for services.

Needs, problems, and barriers to health care for low-income and minority populations.

Basic principles of perinatal, reproductive, infant health, early childhood education and child development.

Information about effects of tobacco, alcohol, and other drugs.

Basic screening techniques for tobacco, alcohol, and other drug use and basic techniques for tobacco cessation intervention.

All computer applications and hardware related to performance of the essential functions of the job.

Office procedures, including filing, record keeping and scheduling of appointments.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Organizing work, setting priorities and following up on assignments with a minimum of direction.

Using tact, discretion, initiative and independent judgement within established guidelines.

Communicating clearly and effectively, both orally and in writing.

Assessing client needs.

Mental and Physical Abilities:

Ability to plan and implement child activities to encourage growth and ability.

Ability to speak effectively and respond to questions.

While performing the duties of this position, the employee is required to regularly speak and listen.

While performing the duties of this position, the employee is frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls.

While performing the duties of this position, the employee is often required to sit and reach with hands and arms.

While performing the duties of this position, the employee is required to frequently lift and/or move objects weighing up to 10 pounds.

While performing the duties of this position, the employee is required to frequently drive and/or travel in a vehicle.

Working Conditions:

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions. The noise level while performing these duties is generally moderate.

While in transport or being transported to presentation or meeting locations, the employee will be exposed to outside weather conditions and may experience higher than normal noise levels.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.