

SUPERVISING NURSE CASE MANAGER

DEFINITION:

This classification is responsible for performing public health nursing duties and serving as lead worker for one or more Nurse Case Assistants, Nurse Case Managers, and Senior Nurse Case Managers or office staff, and/or having charge of a special program within the nursing division of the Department of Social Services, or the nursing aspects of an agencywide program.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by either a Program Manager or Deputy Director. Responsibilities of the Supervising Nurse Case Manager includes the direct supervision of Nurse Case Assistants, Nurse Case Managers, and Senior Nurse Case Managers.

EXAMPLES OF DUTIES:

- Assist in the supervision of Nurse Case Assistants, Nurse Case Managers, and Senior Nurse Case Manager and clerical staff; provides guidance and leadership in the solution of problem cases encountered by journey level nurses and para-professional health workers; assist in providing training and orientation of staff.
- Assist individuals and families in carrying out recommendations made by the physician.
- Teach and counsel individuals, families, and groups regarding specific health conditions as well as health maintenance, promotion, and rehabilitation.
- Assist individuals and families to recognize their problems and refers them to the appropriate resources for care.
- Participate in the operation of Social Services' health clinics by interviewing and counseling patients, performing diagnostic tests, giving prescribed treatment, recording data, making necessary referrals, instructing other nursing personnel and volunteers in their assignments and participating in clinic management.
- Participate with local community groups in the development and planning for health services.
- Compile and use records, reports, and statistical information for appraisal and planning of the assigned duties.
- Acts as liaison between the Department of Social Services and other individuals or organizations involved in the program; assist in development and planning for the program.
- Develops budgets, writes grant proposals, compiles statistics and consults with funding agencies on program planning.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of supervision and training.
- Principles and practices of public health nursing, including community aspects of nursing programs and provisions for continuity of patient care.
- Knowledge of Federal, State, and local laws and regulations governing public health.
- Nursing theory, principles, and practices.
- Causes, treatment, prevention, and early detection of communicable or chronic disease and handicapping conditions.
- Child growth and development theory and principles.
- Cultural differences in health care.
- Nutrition and preventative medical and health practices.
- Community resources.
- Medical terminology.
- Medical equipment and supplies and their use.
- Infection control practices and procedures.
- Emergency care including CPR.
- Use, administration, and effects of narcotics and medicines.
- Social Services mission and programs.

Ability to:

- Administer a specialized nursing program under minimal supervision.
- Evaluate the effectiveness of the program and initiate improvements.
- Ability to establish and maintain cooperative relations with public and private social and health agencies.
- Give clear written and oral instructions.
- Work under conditions of changing priorities and tight time schedules.
- Persuade individuals and organizations to direct their efforts toward the Department and the goals of the Department.
- Analyze situations accurately and take effective actions.
- To speak and write effectively, including preparing clear and concise reports and records.

- Communicate clearly and concisely.
- Identify problems and central issues.
- Establish effective working relationships.
- Work independently.
- Interpret new and revised regulations and to project probable impacts to the program.
- Collect, organize, and evaluate pertinent data, define and validate conclusions, identify alternative solutions, and project consequences of decisions and recommendations.
- Speak effectively in groups and in individual situations.

Experience and Education

One of the following qualification patterns would be considered minimally qualifying:

1. One year of experience within the Interagency Merit System as a Senior Program Specialist or two years of experience as a Program Specialist II.
2. Three years of experience performing professional social service program work performing duties similar to those performed within the MSS classifications Social Worker II, Eligibility Worker III, or Employment and Training Worker II, **AND**, a bachelor's degree from an accredited college or university with a degree in public or business administration, social work, behavioral science, or a closely related field (two years of additional qualifying experience may be substituted for the required education).