



## **JOB ANNOUNCEMENT**

**County Nurse Manager**  
**Carroll County Health Department**  
District 4 Public Health  
1004 Newnan Rd  
Carrollton, GA 30116

**Target Hire In Salary: \$52,000**

*\*Salary offer will be based on Education, Experience & Health Department Budget*

### **Job Summary:**

Under limited supervision, manages programs, staff, clinical services and fiscal processes of a local public health department. Identifies community partners, providers and agencies and develops relationships to further public health efforts in the community.

### **Job Responsibilities & Performance Standards:**

- Demonstrate clinical skills by performing comprehensive assessment of client health care needs based on data collected through history, observation, physical exam and analysis of diagnostic data. Dispenses and administers medications and vaccines as indicated by Protocol and Immunization Guidelines. Monitors, records and reports symptoms and changes in clients' conditions. Modifies client treatment plans as indicated by clients' responses and conditions. Provides education, examinations and treatments.
- Documents in accordance to state and district policies: Documents in a legible, clear and concise manner using only state approved abbreviations and/or symbols. Enters all information in appropriate location either on paper or electronic. Maintains accurate, detailed reports and client records.
- Supervises and plans work of assigned staff; provides education, coaching and helps employees to achieve optimal performance and gain skills. Tracks team progress adequately anticipates roadblocks, and changes course as needed to achieve team goals; provides appropriate feedback concerning group and individual performance, including areas for improvement.
- Monitors all aspects of patient care; Observes nurses and visits patients to ensure that proper nursing care is provided in accordance to best practice. Evaluates and reviews work performance promoting continuous quality improvement.
- Adheres to DPH and District Policies, Procedures, Protocols and Program Guidelines, including but not limited to, HIPAA, CLIA, CPR Certification and Exposure Control Plan.
- Works with staff and community partners to build partnerships and utilize existing resources to enhance provision of services.
- Prepares to respond to Public Health emergencies and responds as directed. Develops plans and implements emergency preparedness initiatives; participates in training, drills and exercises, adjusts county plans as needed, works in the County Operations Center.
- Analyzes problems, sets and achieves goals, and demonstrates a commitment to PH programs
- Collaborates with Board of Health to assess and evaluate community health needs.
- Works with administrative staff to oversee and manage county budget activities.
- Demonstrates a commitment to professional development by proactively seeking opportunities to develop new capabilities; skills, and knowledge; acquires the skills needed to continually enhance their contribution to the County and nursing profession.
- Participates in Public Health Nursing protocol training (initial and ongoing).

### **Minimum Qualifications:**

Bachelor's degree in nursing from an accredited college or university AND Two years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree in nursing from an accredited college or university AND Three years of PHN experience AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification.

### **Preferred Qualifications:**

Public Health experience; Prior supervisory/management experience. Budget monitoring, to include revenue and expenses.

*\*Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time, once a satisfactory applicant pool has been identified.*

**Deadline for applications: May 30, 2019 (position open until filled)**

To Apply, please go to <http://team.ga.gov/>

Click on "My Career"

Then "Job Openings"

Keyword: HEA03XU

### **District 4 Public Health is an Equal Opportunity Employer\***

*The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.*

*Candidate chosen for employment will be subject to: Criminal Background Check/Fingerprinting, Reference Checks and Pre-employment drug screening.*