

NOTICE

There is a job vacancy with the **Bay County Health Department**.

JOB TITLE: **PUBLIC HEALTH NURSING SERVICES MANAGER**

RATE OF PAY: **\$70,553.60/annually entry, progressing to \$80,787.20/annually after 4 years (MB12)**

Make application online at www.baycountymi.gov

Job Posting End Date: February 25, 2025

In accordance with the Agreement between the County of Bay and the Bay County Association of Managers, Professionals and Supervisors (B.C.A.M.P.S.), qualified County employee applicants may first be considered.

Benefits include, but not limited to:

HEALTH, DENTAL & VISION INSURANCE	PAID HOLIDAYS (14)
LIFE INSURANCE	PAID PERSONAL DAYS
PAID VACATION DAYS	PAID BEREAVEMENT
PAID SICK DAYS	FLEX SPEND ACCOUNT
PAID PARENTAL LEAVE	
PENSION WITH 4% EMPLOYER CONTRIBUTION	

***Bay County is a qualifying employer for Public Service Loan Forgiveness (PSLF)**

General Summary: Responsible for the management and administration of public health nursing services in clinical and program areas as directed. Works closely with the Medical Director and Health Department Leadership to ensure that activities related to client care, and programmatic activities are optimized for efficient, compliant provision of high-quality care. Directs activities, including mandatory reporting, policy development, as well as orientation and training of employees. The position is under the direct supervision of the Health Officer and is under the general supervision of the County Executive.

Essential Functions:

1. Directs work in program areas. Manages services and programs so that they are in compliance with local, state, and federal requirements; Serves as a resource and works closely with clinical and clerical personnel to ensure that federal and state guidelines as well as program objectives are met.
2. Schedules assigned staff; approves or denies requests for leaves; counsels or disciplines employees when necessary; makes authoritative recommendations regarding the applicants to hire to fill vacancies.
3. Engage in performance improvement initiatives and maintaining quality assurance. Coordinates program goal setting, progress evaluations, and provides ongoing problem solving. Analyze programmatic activities and data to aid planning, ensure optimization and for proper quality improvements. Works with staff to gather data to support grant submissions and generate reports as necessary. Serves as Accreditation and Quality Improvement Coordinator for assigned areas.
4. Directs training of employees; may coach and train employees regarding job performance; schedules training; may recommend adjustment of grievances; makes job assignments; directs employees in the division. Assist in recruitment, orientation and training of employees within clinics. Participate in clinical conference calls, staff meetings and trainings, and assist in coordination or provision of continuing education for clinical or support staff.
5. Attends meetings of the Board of Commissioners and its committees when necessary; approves payments of bills; signs vouchers to order equipment and office supplies.
6. Maintain excellent service relationships and represent BCHD professionally in all work-related interactions with vendors, community members and healthcare colleagues to discuss service problems, respond to community needs, enhance public relations, coordinate activities and plans, and promote health programs.
7. Collaborates with other providers of community services. Attends meetings with other agencies and units of government as the representative of the Health Department; develops written guidelines for the Health Department as needed. May participate in the following: Great Start Collaborative Steering Committee; MIHP Coordinator meetings; Nurse Administrator forum meetings; other community based meetings and organizations.
8. Effectively and thoroughly prepares for evaluations of the division performed by other governmental entities or other organizations. Performs program evaluation.
9. Collaborates with other service providers in the department and outside of the department.
10. Performs outreach in the community as needed.
11. Participates in emergency preparedness training exercises.
12. Responsible for maintaining and updating as needed the Exposure Control manual, the Infection Control policy manual.
13. Responsible for writing and reviewing policies/protocols, such as: standing orders for clinical areas; policies in MIHP, Personal Health Services, Immunization Clinic, Communicable Disease, STD/HIV, CSHCS and Infection Control.
14. Plan, implement, and administer educational opportunities for staff programs and share new information on state and federal rules. Assist with recruitment, hiring and training of personnel.
15. Assists in coordination of the oversight of nursing student interns.
16. Responsible for preparing and submitting various reports, including IAP Plan/reports and Medicaid Outreach reports due quarterly.
17. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
18. Consistent and punctual attendance is an essential function of this position.
19. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Required Qualifications	Desired Qualifications
<ul style="list-style-type: none">• Bachelor’s Degree in Nursing.• Highly developed verbal and written communication skills and the ability to work effectively with administrative, clinical and support staff to accomplish the mission of the Health Department.• Knowledge and Experience of Public Health Operations and Programs	<ul style="list-style-type: none">• Master’s Degree in Nursing.• Prior supervisory experience in health care setting.• Primary Care Administrative Experience 1-3 Years• Relevant work experience or advanced education in public health, business, or another relevant field will be considered with preference

Applicants may be required to take written and/or other examinations.

Physical: (With or without reasonable accommodations)

This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: generally 20-50 pounds up to one third of the time. Candidate must have adequate visual activity and hearing comprehension to read reports and communicate with clients and other providers. Must have adequate physical dexterity to climb stairs, balance and navigate under unstable environmental conditions. Must possess valid operator’s license and auto liability insurance. Must be able to perform the essential functions of the job with or without accommodation.

AN EQUAL OPPORTUNITY EMPLOYER

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.