

### **COMMUNITY HEALTH NURSE SUPERVISOR**

**DEFINITION:** Under general direction, performs work of considerable difficulty in planning and supervising professional nursing staff engaged in providing skilled nursing care; and performs related work as assigned.

**ESSENTIALFUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

#### **TASKS:**

Plans, directs and implements comprehensive nursing services to individual and families; supervises, trains and assists community health nurses and nurse assistants; assigns, monitors and reviews the quality and quantity of work assigned to staff; develops and implements program goals, objectives, policies and operating procedures; assures that goals and objectives are met and evaluates their effectiveness; demonstrates and teaches nursing care and screening in homes, schools, senior citizen centers and other Navajo Nation programs.

Conducts assessment of patients referred for home health care; re-evaluates patient's needs; initiates treatment plans in consultation with community health team, the attending physician, the patient and family members; maintains thorough and current records of observations, progress notes, activities and related information; prepares required reports; coordinates and collaborates with other health professionals and providers of services to patients to achieve and maintain continuity of care; coordinates patient case conferences, utilization and chart audit reviews.

Conducts epidemiological surveys, field investigations and research studies; monitors high risk and chronic patients; coordinates services between community health nurse and clinical staff; monitors community needs at the chapter level; attends meetings, training and conferences; develops and manages annual budgets, makes recommendations for hires, terminations, promotion/demotions and transfers; conducts performance evaluations.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable laws, regulations, and guidelines governing aspects of tribal operations relating to providing skilled nursing services.

Knowledge of professional relationships in the implementation of programs.

Knowledge of the role of the professional nurse as a team leader.

Knowledge of communicable diseases and prevention.

Knowledge of supervisory methods and techniques.

Skill in diagnosing various health and disease issues affecting the Nation.

Skill in counseling patients on health practices.

Skill in providing group presentations.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in supervising and managing staff.

Ability to provide skilled nursing care based on scientific principles, basic behavioral concepts and intelligent professional judgment.

Ability to communicate effectively both orally and in writing.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

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**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Nursing; and five (5) years of experience in the community or public health nursing field.

**PREFERRED QUALIFICATIONS:**

- Two (2) years of experience in a lead or supervisory capacity.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Must possess current licensure as a Registered Professional Nurse (R.N.) in assigned state (Arizona, Utah or New Mexico) or current multi-state licensure in a nurse compact state and a valid state driver's license.
- Within 90 days of employment incumbents who possess current multi-state licensure must obtain licensure in assigned state (Arizona, Utah or New Mexico); and obtain a Navajo Nation Vehicle Operator's Permit and Cardiopulmonary Resuscitation (CPR) certification.

**Supplemental Requirements:**

Incumbents may obtain a Navajo Nation Vehicle Operator's Permit and pass a physical examination within 90 days from date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.