



# Beaufort County Health Department

## Vacancy Announcement

### PUBLIC HEALTH NURSE SUPERVISOR I

**Opening Date:**  
April 11, 2024

**Position Available**  
**June 1, 2024**

**Closing Date:**  
Open Until Filled

**Hiring Salary Range**  
\$63,273 - \$82,255

Pay Grade 74

**Position Number**  
407-50-206

**Hours of Work**  
Monday - Friday  
8am - 5pm

Schedule may be amended to accommodate service needs.

All nurses man shelters in times of disaster.

**Applications must be submitted on the state PD107 form.**

**Mail Applications To:**  
Beaufort County Health Department  
Attn: S Graham 1436 Highland Dr.  
Washington, NC 27889

#### Description of Work

This management level position is responsible for coordinating and supervising all clinical services (Women's Health, General, HIV/STD, Immunizations, Primary Care, Employee Health and Communicable Disease) provided at Beaufort County Health Department. Position is instrumental in planning, directing, and supervising clinical staff. Responsible for policy and procedure development, staff evaluations, making decisions regarding clinic appointment capacity, and assuring appropriate levels of staffing to meet client/clinic needs.

Position directly supervises 8 clinical staff positions to include 6 Public Health Nurses, 1 Foreign Language Interpreter, and 1 Medical Laboratory Technician.

#### Minimum Education and Experience Requirements – One of the following:

- Master's degree in nursing and two years of Public Health nursing experience; OR
- B.S. in Nursing which includes a Public Health Nursing rotation and three years of Public Health Nursing experience; OR
- Master's degree in public health and graduation from a school of professional nursing and two years of Public Health nursing experience; OR
- Graduation from a school of professional nursing and four years of professional nursing experience, three of which must have been in Public Health; OR
- An equivalent combination of training and experience.

#### License and Certification Requirements

A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing; Current CPR certification; Valid driver's license.

#### Knowledge and Skill Requirements

- Considerable knowledge and skill in the administration and organization of a public health nursing program
- Considerable knowledge of public health nursing supervision of staff and programs
- Considerable knowledge of the resources and organizations concerned with public health work in North Carolina, and current social and economic problems pertaining to public health
- General knowledge of public health administration on the local level
- General knowledge of educational methods and training techniques
- Working knowledge of state and federal laws relating to public health
- Ability to plan, coordinate and supervise the work of others and to present findings, comments and opinions clearly and concisely in oral and/or written form
- Ability to exercise good judgment in appraising situations and making decisions
- Ability to plan and execute work effectively and to deal tactfully with the public and other health professionals
- Thorough knowledge of and skill in the application of nursing theory, practice, principles, and techniques employed in the field of public health
- Ability to report accurately services rendered and to interpret and explain records, reports, and medical instructions

#### Benefits

- Annual Leave, Sick Leave, Paid Holidays
- Health Insurance, Life Insurance, Dental, Supplemental insurance options (Vision, Dental, Cancer, etc.)
- Longevity, Local Government Employees' Retirement System, 401K

**Pre-employment drug screening, background check, driving record, and/or credit check will be required as a of employment. Beaufort County is an Equal Opportunity Employer.**