

COMMUNITY HEALTH NURSE SUPERVISOR II

NATURE OF WORK IN THIS CLASS:

This is professional supervisory community health nursing work within an assigned geographic district or specialized program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises community health nursing services and activities in assigned geographic district or program.

Participates in the formulation and maintenance of nursing policies, procedures and other program guidelines and requirements; interprets and explains program guidelines and procedures to subordinates.

Plans nursing services needed; coordinates, evaluates, and determines nursing priorities in accordance with the kind and amount of nursing service available.

Evaluates nursing service and other activities and recommends changes to improve effectiveness.

Develops, coordinates and implements in-service educational programs.

Supervises the preparation and maintenance of records and activity reports.

Attends official meetings and conference.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, methods, and theory of community health nursing, and application of techniques in providing nursing care to individuals and facilities.

Ability to supervise the work of others.

Ability to learn and apply community health facilities and services relevant to community health nursing.

Ability to make decisions in accordance with program guidelines.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend changes in nursing services, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in professional nursing techniques and practices.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

a) Three years of progressively responsible experience in professional community health nursing work, one year of experience in a supervisory capacity, and graduation from a recognized college or university with a Bachelor's degree in nursing; or

b) Four years of progressively responsible experience in professional community health nursing work, one year of experience in a supervisory capacity, and graduation from a recognized college or university with an Associate's degree or diploma in nursing; or

c) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

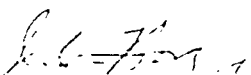
NECESSARY SPECIAL QUALIFICATION:

a) Possession of a current license to practice professional nursing on Guam; and

b) Possession of a valid driver's license.

Established: December 1982

Pay Range: 40



J.C. BORJA, Acting Executive Director
Civil Service Commission