

**Classification Title: Nursing Supervisor**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Supervises a nursing staff in an employee health or public health program or in a specific location such as a detention or school facility. Plans, supervises and coordinates a variety of programs and services.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Supervises staff providing direct patient care. Reviews cases and charts and responds to questions and inquiries from nurses or staff. Provides technical support to nursing staff and physicians. Audits medical records for quality control and established protocols.
2	S	Establishes goals and objectives for staff to ensure ongoing quality medical services. Implements work plans, provides opportunities for continuing education for staff, sets priorities for care and coordinates new employee orientations.
3	S	Coordinates and participates in community outreach activities and follows up with patients. Presents programs to community groups and schools. Responds to emergency disasters and/or communicable disease outbreaks.
4	S	Reviews and/or develops service and treatment plans and coordinates treatment with ancillary providers and services. Reassesses and evaluates plans to ensure client needs are met. Reviews team member documentation and provides technical assistance.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree in Nursing.
Experience	Two years of experience as a nurse.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Eligibility for licensure to practice as a Registered Nurse as issued by the North Carolina Board of Nursing. A valid driver's license and a "safe" driving record, CPR and AED Certification may be required.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Basic medical tools and screening equipment and supplies, calculator, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, masks, lab coat