



**Position: Supervisor of Clinical & Outreach Services** posted 2/25/21 range starts at \$25.36/hr  
 This supervisory position is responsible for the management and oversight of the Health Department's public health nurses, health educators, and community health workers in direct clinical and outreach activities. Responsibilities include the oversight of health outreach programs, ensuring staff are engaged in continuous quality improvement activities, assisting in the development and enforcement of agency policies, procedures, and services as well as maintaining and pursuing grant opportunities as required. This position reports to the Director of Nursing and Health services and performs additional duties as assigned.

**Basic Qualifications:**

- Registered Nurse in the State of Ohio
- Bachelor's Degree in Nursing
- Demonstrated supervisory experience in a public health or community health setting (2 years).
- Excellent verbal and written communication skills and computer skills
- Demonstrated understanding of legal and ethical issues in public health
- Course work in statistics and epidemiology
- A valid OH/MI driver's license and reliable transportation required

**Preferred Qualifications:**

- Masters of Public Health or related field
- Prior program management and administration
- Prior grant writing and reporting experience

**Responsibilities:**

Monitors, coordinates, and evaluates the work of public health nurses, health educators, community health workers and other positions as determined by the Director of Health Services
Oversees the operations of assigned clinical and health outreach programs to ensure that program goals are met
Ensures that outreach program staff participate in meaningful continuous quality improvement activities using the Plan-Do-Check-Act model and the performance management dashboard system for tracking progress to meet target benchmarks
Assists with developing and maintaining a competent workforce by providing orientation to new staff; promotes, coordinates, and participates in staff development activities.
Makes recommendations regarding policies, procedures, and services, and interprets agency policy and procedure to the community and staff
Assures accurate and appropriate documentation of care or services provided, and maintains client's and staff member's rights and confidentiality
Actively participates in inter-agency meetings and community engagement activities
Participates in community health assessment and community health improvement processes
Plans and implements new programs, using evidence-based practices or promising practices to meet community needs and meet grant requirements
Investigates grant opportunities, writes grants and monitors activities and completes reporting on an as needed basis
Provides oversight and direction for the Health Services Division and PHNs in the absence of the Director of Nursing and HS

**Other Duties & Responsibilities:** Attends both internal and external stakeholder meetings and represents the agency on appropriate panels and coalitions. Performs other duties as assigned by the Director of Nursing and Health Services.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto:TLCHDresumes@co.lucas.oh.us)  
 Toledo-Lucas County Health Department  
 Attn: Human Resources  
 635 N. Erie Street  
 Toledo, Ohio 43604

**The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.**