



Position: Clinical & Outreach Services Supervisor

Assignment Location: 635 N. Erie St. Toledo, OH

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:

1	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
2	Oversees the operations of assigned clinical and health outreach programs to ensure that program goals are met
3	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
4	Assists with developing and maintaining a competent workforce by providing orientation to new staff; promotes, coordinates, and participates in staff development activities.
5	Makes recommendations regarding policies, procedures, and services, and interprets agency policy and procedure to the community and staff
6	Assures accurate and appropriate documentation of care or services provided, and maintains client's and staff member's rights and confidentiality
7	Actively participates in inter-agency meetings and community engagement activities
8	Participates in community health assessment and community health improvement processes
9	Plans and implements new programs, using evidence-based practices or promising practices to meet community needs and meet grant requirements
10	Investigates grant opportunities, writes grants and monitors activities and completes reporting on an as needed basis
11	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

Mail: Toledo-Lucas County Health Department
 Attn: Human Resources
 635 N. Erie Street
 Toledo, Ohio 43604

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