



Public Health
Prevent. Promote. Protect.
Macon County
Health Department

Macon County Health Department

Job Opening

- Job Title:** Assistant Director of Clinical Nursing Services (CNS)
- Division:** Clinical Nursing Services
- Minimum Qualifications:** Minimum of Bachelor's Degree in Nursing from a college program which includes a practicum experience in public health nursing. Must have a current Illinois Registered Nurse license by examination through the Illinois Department of Regulation. Must have two (2) to four (4) years of full time supervisory/management experience in generalized family-centered nursing. Registered Nurse must submit proof of 20 Continuing Education Units (CEUs) every license period; copy of license; and copy of CPR/AED card.
- Must have the ability to implement nursing practice and to comprehend program planning; develop program methods and procedures; and establish appropriate referral priorities. Must be able to make independent clinical judgement in program areas and provide educational instruction and assistance to staff relating to clinical aspects of care. Must be familiar with and able to implement medical-legal aspects of nursing practice. Extensive computer experience required. Must have excellent organizational, decision-making, and communication skills and the ability to handle stress and prioritize tasks. Must have the ability to provide leadership. Must have strong interpersonal skills to listen and respond to employee concerns; inquiries and complaints from clients, regulatory agencies, and/or members of the community. Must have the ability to communicate with a variety of personalities and communication styles. Must have the ability to communicate effectively both orally and in writing and present ideas and concepts to individuals, boards, committees, and employees. Must have the ability to plan, organize, and prioritize multiple work assignments and projects and manage stress. Must have the ability to independently facilitate work output and interpret agency policies to staff, as well as professionally direct and coordinate the activities of assigned staff. Must have knowledge of funding sources, grant writing, and fiscal operations. Must be able to establish and maintain effective working relationships with the general public, customers, community leaders, members of professional organizations, and government officials. Must be able to maintain strict confidentiality at all times. Must have the ability to work with diverse community groups.
- Must have the ability to work flexible hours as needed, including evenings and/or weekends. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to 25 pounds, and assisting with holding during immunizations. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions.
- Summary of Job Duties:** Serves as backup to the Director of Clinical Nursing Services. Plans, assigns, and reviews work activities of staff engaged in the CNS Division which includes Immunizations, Communicable Disease, Lead, Genetics, Sexually Transmitted Infections (STI)/HIV, Tuberculosis (TB), Foreign Travel, Medication Management, Healthworks, Healthy Families Illinois (HFI), Maternal Infant Early Childhood Home Visiting Program (MIECHV) and Front Receptionist. Provides supervision, oversight, and support to Infectious Disease Coordinator and entire division. Supervises HFI and

MIECHV Program and provides supervision, oversight, and support to HF/MIECHV Program Supervisor and Manager. Provides supervision, oversight, and support to Healthworks Lead Agency Coordinator, MCHD Lab Director, and Front Receptionist/clerical staff. Serves as backup to the Designated Privacy Manager to implement and ensure division compliance with the Health Insurance Portability and Accountability Act (HIPAA) policies and procedures as established by the MCHD. Serves as backup to the Safety Compliance Officer to ensure all safety policies and procedures are followed and updated as needed. Serves as backup to the Vaccines for Children (VFC) Program Coordinator. Serves as lead Clinic Coordinator. Mentors and educates nursing students during observation and internship experiences at the MCHD. Supports ongoing student/intern collaborations across multiple disciplines and various educational institutions. Acts as a resource person to staff, community leaders, media, and the general public and volunteers to interpret and further the public health nursing program throughout the area served. Addresses media as needed. Keeps abreast of innovative practices and current trends in public health nursing; recommends application or modification of such practices to meet the needs of the local health department and the population it serves. Assists Director of CNS with the completion of all policy and procedure manuals for the CNS Division. Partners with Director of CNS to assure that all CNS Division reports required by the state health department are completed. Attends workshops, conference training, and state updates. Provides presentations to the community as necessary. Coordinates collaboration of services between the MCHD and community agencies. Participates in health and case management-related committees within the community. Completes grant writing and submission per state and funding requirements. Ability to review Request for Proposals (RFPs) for program consideration. Supervises purchasing of supplies, equipment, and educational materials. Maintains the principles of fiscal budgets and submits to the Administrator and Chief Financial Officer (CFO) for approval. Completes long range planning and goal setting for division. Acts as Department Administrator in the extended absence of the Administrator and Assistant Administrator. Responsibilities include: training; planning, assigning, and directing work; appraising performance; providing performance feedback; rewarding and disciplining employees; addressing complaints, and resolving problems. Facilitates teamwork concept and MCHD mission statement. Makes self available to staff. Sets an example for staff in regard to performance and behavior. Contributes to building a positive team spirit. Maintains the ability to create an atmosphere where employees are motivated and productive. Develops employees' skills and encourages growth. Identifies staff development/training needs and implements affordable methods for ongoing education. Develops, implements, evaluates, completes budgets, expense reports, and progress reports for Division grants. Provides excellent customer service. Solicits and applies customer feedback (internal and external) to improve service. Responds promptly to customer needs. Manages difficult or emotional customer situations. Responds to requests for service and assistance; meets commitments. Fosters quality focus in others; improves processes, products, and services. Maintains harmony among workers and resolves grievances. Continually works to improve supervisory skills. Attends workshops, conference trainings, state and national updates as directed which may include out of town and possible night and/or weekend travel.

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.