

COMMUNITY HEALTH NURSE SUPERVISOR I

NATURE OF WORK IN THIS CLASS:

This is professional supervisory community health nursing work within an assigned unit.

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 the community health nursing services and home-care patient services in assigned unit.

Reviews and evaluates case records and reports; makes continuous studies and evaluation of conditions affecting health and nursing service, and makes recommendations for improvement.

Participates in the formulation and maintenance of community health nursing policies and procedures, and interprets the implication of these policies and procedures.

Orientates and trains new nursing personnel; explains community health nursing policies, practices, and techniques; explains priorities and program objectives.

Plans and implements a schedule of inventory and requisitions of clinical supplies and equipment.

Supervises the preparation and maintenance of case records and other reports.

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 families.

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 service, 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:

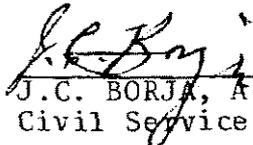
- a) Three years of progressively responsible experience in professional community health nursing work, and graduation from a recognized college or university with a Bachelor's degree in nursing; or
- b) Four years of progressively responsible experience in professional community health nursing work, 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: 38



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