



GEORGIA DEPARTMENT OF PUBLIC  
HEALTH (GA)  
invites applications for the position  
of:

## District Nursing Director

# Georgia Department of Public Health

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**SALARY:** \$59,134.16 - \$87,000.00 Annually

**OPENING DATE:** 04/20/18

**CLOSING DATE:** 05/20/18 11:59 PM

### DESCRIPTION:

**Location:** District 2 Public Health Regional Office, 1280 Athens Street, Gainesville, GA 30507

**Recruitment:** This position is open to all qualified applicants.

**Pay Grade:** O

The Georgia Department of Public Health is the lead agency entrusted by the people of the state of Georgia with the ultimate responsibility for the health of communities and the entire population.

The agency is seeking a highly qualified candidate for the position of District Nursing Director within the North Health District located in Gainesville, Georgia.

### JOB RESPONSIBILITIES:

The incumbent will plan, organize, and direct all nursing activities in assigned facilities. They will be responsible for the quality of nursing care delivered in hospitals, public health facilities, and community based programs. This position directs subordinate managers and staff.

#### **Coordinates response to disaster and emergencies**

- Sets priorities in collecting significant data related to client and/or health care delivery problems.
- Evaluates demographic, epidemiologic, bio-statistical and customer data to anticipate and identify risks and patterns of morbidity and mortality.
- Identifies and interacts with key community leaders informally and formally as a part of the assessment process.
- Participates in the formal community assessment process. Represents Public Health and its role of protecting and promoting the community's health.
- Communicates the need for ongoing community assessments to community leaders.
- Explores need for public health service considering activities of other community agencies.
- Determines priority for offering services based on assessment of client needs and staffing requirements for program.

#### **Develops and manages the budget and makes cost effective decisions**

- Provides leadership in convening and facilitating community groups to evaluate health concerns identified in the assessment process.
- Informs policy makers about the impact of regulations, budget decisions and other factors on the health care of the community.
- Promotes programmatic standards of care within the community.
- Develops program plans for district nursing services in accordance with community needs and agency objectives.

#### **Develops policies, sets standards and plans objectives for the nursing program in accordance with established policies**

- Assimilates data collected regarding identified individual and/or community health needs. Sets goals and objectives for meeting the identified health needs.
- On basis of analysis of data and performance review of pertinent agency objectives and requirements, decides the need for revision of district nursing goals, policies and procedures. Develops and implements new processes and policy as needed.
- Coordinates with other agencies and programs to establish priorities for populations to be served.
- Develops program plans for district nursing services in accordance with community needs and agency objectives.
- Evaluates unit policies, procedures and processes and recommends/ implements changes to ensure that assigned unit is functioning efficiently.

### **Develops staffing patterns**

- Assures the provision of services to individuals and families including physical assessment, health education, counseling, developmental screening, diagnoses and treatment.
- Assures that prevention and intervention efforts for communicable diseases and other public health conditions are being appropriately implemented.
- Collaborates with the community including various health care providers to reduce barriers to providing health care.
- Assists the community in implementation of its intervention plan.
- Seeks to develop or maintain partnerships with private providers to link preventive and wellness services to primary care in the community.
- Seeks financial and human resources to promote the implementation of the assurance function.

### **Evaluates nursing standards and nurse protocols for all nursing programs**

- Defines nursing activities within specific program areas that will meet identified individual and/or community health needs.
- Assures that standard therapeutic regimens are implemented and maintained by all personnel under immediate and general supervision.
- Develops and updates protocols with the staff, Medical Director and consultant annually and as needed.
- Develops plan for marketing public health services to community
- Coordinates with other public health disciplines and community agencies to ensure services are provided in the most effective and efficient manner.
- Assists with writing grant proposals as necessary to obtain additional resources for provision of services.

### **Initiates and participates in the development of community wide policy to improve the health status of the stakeholder**

- Assigns and prioritizes the unit's work to meet the organization's objectives. Directs and reviews work assignments.
- Monitors progress and productivity of assigned staff.
- Communicates organization's goals and objectives to staff.
- Establishes unit goals and objectives consistent with the organization's mission.
- Assists staff in resolving problems encountered in work assignments.
- Evaluates unit policies, procedures, and processes and recommends/implements changes to ensure that assigned unit is functioning efficiently.

Interprets policies and communicates changes in regulations and procedures

- Defines goals and/or required results at beginning of performance period and gains acceptance of ideas by creating a shared vision.
- Communicates regularly with staff on progress toward defined goals and/or required results; providing specific feedback and initiating corrective action when defined goals and/or required results are not met.
- Confers regularly with staff to review employee relations climate, specific problem areas and actions necessary for improvement.
- Evaluates employees at scheduled intervals; obtains and considers all relevant information in evaluations and supports staff by giving praise and constructive criticism.
- Recognizes contributions and celebrates accomplishments.
- Motivates staff to improve quantity and quality of work performed and provides training and development opportunities as appropriate.

### **Makes long-range plans and regularly reviews activities, problems and functions of services being delivered**

- Provides input into the preparation of the budget according to established formats, guidelines and due dates.
- Ensures that budget is developed within allowed tolerances in budget categories.
- Monitors expenditures to ensure conformity to budget category allowances. Identifies potential cost overruns.

### **Organizes and plans a systematic and continuous quality/performance improvement program for the practice of nursing**

- Establishes criteria or measures to be used in evaluation of program outcomes or achievements.
- Assesses program objectives, activities and outcomes the training and skills of each staff member involved in program activities. Makes recommendations regarding changes needed to improve program effectiveness and efficiency.
- Analyzes program statistics and non-staff resource utilization. Seeks staff input. Makes recommendations regarding program or resource changes needing further study.

### **Oversees the collection of data for statistical records**

- Interviews applicants or employees to fill vacancies or promotional positions according to applicable laws, rules and policies
- Selects or promotes the appropriate number of individuals who possess the skills needed to perform the work.
- Identifies training needs and ensures that necessary job-related instruction is provided to staff.
- Discusses potential grievance-related concerns with employees in order to identify options or resolve issues prior to the formal filing of a grievance.
- Advises employees of established grievance procedures.
- Recommends or initiates disciplinary actions according to applicable rules and policies.

**Plans and directs the work of nursing or other professional staff and assures an adequate level of nursing care**

- Attends internal and external educational programs and professional meetings as available for continuing professional education.
- Attends regular meetings of available and applicable professional organizations.
- Reads and evaluates professional literature on continual basis; translates complex or technical information into a format that can be understood by others and distributes as needed.
- Incorporates knowledge of pertinent new trends and developments into section policies and procedures. Makes recommendations for any related organizational changes.

**Provides staff development including orientation, in-service training, workshops and continuing education for all levels of nursing staff**

**Reviews state, federal, and other regulatory standards information in order to direct the quality improvement activities and achieve compliance.**

**MINIMUM QUALIFICATIONS:**

Doctorate or Master's degree in Nursing, Public Health or related field from an accredited college or university AND Three years of professional nursing management/supervisory experience AND Current Georgia Registered Professional Nurse license AND CPR certified  
OR

Bachelor's degree in Nursing from an accredited college or university AND Seven years of PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certified.

**Preferred Qualifications:**

- Experience managing one or more Federal Programs.
- Experience as a member of a senior level management team.
- Experience training subordinate staff members.
- Must be able to work a flexible schedule and travel to various meetings and conferences.

**ADDITIONAL INFORMATION:**

Georgia Department of Public Health Commissioner and leaders encourages all employees to engage in regular wellness activities and to make lifestyle choices that promote health and well-being.

To apply for this position, please visit [www.dph.georgia.gov](http://www.dph.georgia.gov)

The use of wellness breaks during the workday is authorized to support this philosophy and assist employees in meeting their wellness goals. A maximum of 30 minutes in a given workday may be used to engage in wellness activities, generally in the form of two 15-minute breaks or one 30-minute break.

**Employment Information**

Current State employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credential recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE) will be considered. DPH will contact educational institutions to verify degree, diploma, licensure, etc.

The candidate selected for this position may be subject to pre-employment drug screening and a criminal background check.

As an employee of DPH, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [DPH-HR@dph.ga.gov](mailto:DPH-HR@dph.ga.gov).

DPH is an Equal Opportunity Employer

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.