Nurse Supervisor

Job Description

Department:	Health
Position:	Career Service
Grade:	727
Supervisory:	Supervisor
Reports to:	Division Director – Nursing or Bureau Director - Nursing

Summary

Under general direction of the Division Director – Nursing or Bureau Director - Nursing, coordinates programs and/or clinics in the Nursing Division of the Utah County Health Department related to school nursing, epidemiology, immunizations, or communicable diseases.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate services of assigned program; assign and evaluate work; conduct performance appraisals and provide input for staffing decisions, including hiring, retention, and discipline; provide orientation for new nurses to the program; ensure adequate training of staff; provide weekly in-service training.
2. Monitor program activities to ensure compliance with county and state regulations and administrative procedures; assist with development and implementation of policies, procedures, and standards, and with overall evaluation of the program.
3. Coordinate services with other programs and with related state, federal, and local agencies and/or county departments; coordinate specialty, multi-disciplinary, and multi-agency clinics, as assigned.
4. Perform or assist with all duties within the program as needed to ensure coverage and efficient operations.
5. Perform nursing assessments and screen clients for various medical conditions; maintain related test results, patient charts, and any other patient information, as needed.
6. Coordinate client care with primary and secondary physicians.
7. Assist clients with psycho-social needs; refer clients to support groups and related community services, as needed.
8. Coordinate and advocate community health education; educate and counsel clients in homes and in public clinics; teach health care classes in schools, agencies, institutions, clubs, and other community groups.

For Office Use Only

Job Code: 2025
Job Title: Nurse Supervisor
FLSA: Exempt
Effective Date: 10/22/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Supervisor

9. Complete applicable assessments, forms, and reports as required by grants, contracts, or Department services.
10. Communicate all pertinent information to the Executive Director – Health, the Division Director and/or Bureau Director and coordinate with the Public Information Officer (PIO) to determine appropriate statements and responses to the public regarding program(s).
11. Respond to public health emergencies as required by the Department or Division Administration; carry mobile phone or other emergency communication devices during work hours and at all other times when unavailable by phone at home.
12. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.

May be assigned duties from one or more of the following functions:

School Nursing

1. Coordinate work schedules to ensure schools in assigned district(s) have appropriate nursing coverage; perform nursing duties for assigned schools and provide coverage for nurses during scheduled leaves or other absences.
2. Ensure compliance with nursing standards; train new nurses and provide ongoing guidance, as needed.
3. Communicate with school district personnel to assist with coordination and planning of district meetings, flu/immunization clinics, and other district events; assign district school nurses to committees and follow up with assigned nurses.
4. Meet daily with Bureau Director – Nursing to communicate pertinent information; assist with any special education needs.
5. Work with Bureau Director – Nursing to update policies and procedures relevant to schools and the Health Department.

Home Visitation

1. Provide orientation and education as needed; build confidence and skill of the home visitation staff; assess and develop strategies to address knowledge and skill gaps.
2. Assign client caseloads; monitor staff's availability to build and manage caseload; ensure attendance at all required education sessions.
3. Participate in the preparation and monitoring of the program budget; monitor program grants and contracts and work with Bureau Director to ensure program requirements are met; order required program materials in a timely manner.
4. Organize and participate in the community advisory board and its meetings; develop and maintain community referral sources; oversee timely and accurate data input related to home visits and other program requirements.
5. Meet daily with Bureau Director – Nursing to communicate pertinent information; assist with any special education needs.

Epidemiology

1. Coordinate and monitor epidemiological investigations; provide consultation regarding epidemiological issues for department programs; serve as a statistical resource related to outbreaks; participate in and perform follow-up on outbreaks.
2. Design and implement tools for data collection related to recurring disease outbreaks; analyze and summarize data obtained from epidemiological investigations; develop conclusions and provide recommendations for appropriate treatment, health care actions, and policy development or modification.
3. Determine prevalence and incidence of disease or adverse health conditions that affect the local, state, and national population; work with and enter data into the Utah Department of Health (UDOH) communicable disease surveillance system.
4. Develop relationships and work closely with the UDOH Epidemiology Program and the UCHD Medical Director related to the control of communicable diseases.
5. Meet daily with Bureau Director – Nursing to communicate pertinent information; assist with any special education needs.
6. Oversee operation of assigned clinic including ensuring proper implementation and adherence to approved policies and procedures, ensure proper staff training, ensure appropriate inventory for supplies and/or medications is maintained for assigned clinic.

Immunizations

1. Maintain an accurate inventory of vaccines and related supplies; follow chain of custody standards; ensure expiration dates are adhered to; ensure proper storage and serve as first responder to refrigerator alarm.
2. Coordinate all immunization clinics including satellite, permanent, and mass clinics.
3. Maintain professional working relationships with vaccine representatives; read professional articles and attend meetings and seminars to stay abreast of latest protocol including possible recalls and changes to dosing, strength, and use of vaccines.
4. Work with the Executive Director - Health to ensure standing orders for vaccines are current.
5. Meet daily with Bureau Director – Nursing to communicate pertinent information; assist with any special education needs.
6. Update educational materials including vaccine information statements to ensure accurate information is given to the public.

Knowledge, Skills, and Abilities

- Knowledge of basic supervisory techniques
- Knowledge of Utah County Rules and Regulations
- Knowledge of program planning, implementation, and evaluation
- Knowledge of nursing theory, assessment, planning, intervention, and evaluation
- Knowledge of Health Department policies and procedures
- Knowledge of appropriate handling of protected health information (PHI)

- Skilled in written and verbal communication
- Skilled in using the computer and basic applications or programs
- Skilled in nursing procedures including emergency first aid, BLS, injections, venipuncture, and use of health screening equipment
- Skilled in teaching and presenting to groups
- Ability to establish and maintain cooperative relationships with clients, physicians, health care providers, community resource providers, and the Utah Department of Health
- Ability to interact in a professional manner with people from varied educational, socio-economic, and cultural backgrounds
- Ability to maintain organized and accurate records of clients, cases, and events
- Ability to effectively supervise, train, and evaluate performance

Supervisory Responsibility
This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment
Work is typically performed in an environmentally controlled setting such as an office, school, or client's home, but may require daily travel from one work site to another location. Clinics may be offered outdoors in inclement weather such as drive-thru immunization clinics or testing sites. Work requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations, including confrontational, emotionally charged, or uncomfortable circumstances. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals and work often requires the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly communicates via cellular phones. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work
Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Associate degree in nursing from an accredited college or university.
2. Six (6) years of related registered nurse work experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience
1. Preference may be given for applicants with a bachelor's degree in nursing.
2. Preference may be given to applicants with supervisory or lead experience.
3. Preference may be given to candidates who are bilingual in Spanish.

Additional Eligibility Qualifications
1. Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state registered nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees.
2. Incumbents must possess Basic Life Support (BLS) and first aid certifications.
3. Incumbents must successfully complete annual training required to maintain licensure and certifications.
4. Applicant must possess a current driver license and obtain a valid State of Utah driver license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall follow UCHD Immunization and TB policy for healthcare workers.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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