

# **POSITION VACANCY**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED  
BEGINNING FEBRUARY 14, 2023 THROUGH FEBRUARY 28, 2023  
OR THE POSITION IS FILLED.**

**On-line: <https://www.co.wayne.in.us/web/jobs/index.php>  
Please include a resume.**

**JOB TITLE: Clinic Supervisor, #10520**

**Date Posted: February 14, 2023  
Department: Public Health  
Hours: EXEMPT  
Salary: \$71,346.00 annually**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Supervisor of Clinic Operations for the Public Health Department, responsible for providing health care and education to Wayne County residents.

## **DUTIES:**

Supervises assigned staff, including interviewing applicants and making hiring recommendations, planning/delegating work assignments, evaluating performance, recommending increases/decreases in staff, orienting and training new staff, establishing specific work goals, informing supervisor and staff of organizational developments, and reviewing position responsibilities on a regular basis.

Administers clinic operations, including implementing personnel policies and procedures, developing and coordinating clinic programs, maintaining inventory and budget, and resolving problems and conflicts as needed. Collaborates with department staff in developing priorities and establishing long range goals for department.

Conducts patient assessments, charting physical and psychological conditions, obtaining specimens and drawing blood for diagnostic procedures, performing tests and analyzing results as ordered by examiner.

Conducts community immunization clinics, administering immunizations as appropriate for age of patient and immunization history, updating records and entering into computer accordingly.

Performs various administrative and clerical tasks, including maintaining and updating policies, forms, records and patient charts, preparing and charting patient-care plans, scheduling appointments, contacting patients with follow-up questions and/or test results, phoning in prescriptions to pharmacists, and assembling educational materials for community programs.

Prepares grant requests, including compiling and analyzing data, and writing and typing grant applications.

Serves as liaison to Indiana State Department of Health (ISDH) for Epidemiology Case Management and Control, and Tuberculosis Control, coordinating testing and treatment, providing education, originating and enforcing policies throughout the County, and providing media with information and interviews.

Serves as CPR instructor for general public and Wayne County Health Department.

Attends staff meetings and training seminars as required.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Current Indiana Registered Nurse license with minimum of one (1) year prior job-related experience preferred, or bachelor's degree in Health Administration and five (5) years experience.

Possession of or ability to obtain CPR instructor certification and TB skin test certification, and ability to maintain certifications according to state requirements.

Working knowledge of and ability to make practical application of public health laws, accepted principles and practices of Public Health nursing, and immunizations.

Working knowledge of health and social services available to County residents and ability to assist in developing long range goals, coordinate services, and facilitate referrals as appropriate.

Working knowledge of standard office practices, basic computer skills, and medical terminology, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to

prepare written reports as required.

Ability to properly operate a variety of standard office and medical equipment, including computer, copier, calculator, telephone, stethoscope, thermometer, non-stress test, tympanogram, bone density heel scan machine, glucometer, sterilizer, ear wash, ultrasound, spirometer, and NST machine.

Ability to supervise assigned staff, including planning/delegating work assignments, evaluating performance, recommending increases/decreases in staff, orienting and training new nursing staff, establishing specific work goals, informing supervisor and staff of organizational developments, and reviewing position responsibilities on a regular basis.

Ability to administer clinic operations, including implementing personnel policies and procedures, developing and coordinating clinic programs, maintaining inventory and budget, and resolving problems and conflicts.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, Center for Disease Control, hospitals, schools, labs, Aids Task Force, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute/perform arithmetic operations, such as measuring and dispensing medications.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain and follow oral or written instructions.

Ability to file, post, copy data from one document to another, and interview to obtain information.

Ability to write and edit news releases, assist with public health education programs, and conduct public presentations.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work extended and/or evening hours, and occasionally travel out of town for clinics and seminars, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

## **III. RESPONSIBILITY:**

Incumbent is responsible for proper implementation of public health programs according to technical specifications and standard practices of the profession. Incumbent must have supervisor's permission to deviate from standard operating procedures. Work is reviewed for soundness of judgment, technical accuracy, and compliance with department policy and legal requirements.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health, Center for Disease Control, hospitals, schools, labs, Aids Task Force, and the public for the purposes of giving and receiving information, rendering service, and instructing others.

Incumbent reports directly to Executive Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a medical setting, involving sitting/walking at will, sitting/standing/walking for long periods, pushing/pulling objects, lifting/carrying objects

weighing 25 to 50 pounds, crouching/kneeling/bending/reaching, close and far vision, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is exposed to normal health hazards associated with public health nursing for which universal health precautions must be followed to ensure safety of self and others. Incumbent may work with or be exposed to violent/irate individuals.

Incumbent occasionally works extended and/or evening hours, and occasionally travels out of town for clinics and seminars, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

***APPLY AT:*** Wayne County Human Resources  
401 East Main Street  
Richmond, IN 47374

***Online at:*** <https://www.co.wayne.in.us/web/jobs/index.php>

***WAYNE COUNTY GOVERNMENT IS AN  
EQUAL OPPORTUNITY EMPLOYER***