



Public Health
Prevent. Promote. Protect.

Henderson County Department of Public Health

Steven E. Smith, MPA, Health Director | Diana Curran, MD, Medical Director

1200 Spartanburg Highway, Suite 100, Hendersonville, NC 28792

Main Phone: (828) 692-4223 | Administration FAX: (828) 697-4709

Clinic FAX: (828) 697-4691 | Communicable Disease FAX: (828) 697-4504

November 13, 2017

POSITION ANNOUNCEMENT Public Health Nursing Director II

Position Information: The Henderson County Department of Public Health is recruiting for one full time Public Health Nursing Director II position. This position is the chief administrator for public health clinical and community services with accountability for administrative, supervisory, and technical components of these varied and complex programs. Responsibilities include, but are not limited to, monitoring staffing needs, recruiting and training staff, monitoring nursing licenses, managing programs, and developing policies and procedures to assure compliance with state and federal directives. In addition, this position monitors community needs and public health trends and adjust programs and services accordingly. Program management includes planning, organizing, budgetary oversight, monitoring and program evaluation. This position is supervised by the Local Health Director. Typical work schedule is Monday – Friday, 8:00 A.M. to 4:30 P.M. Alternate or additional, evening/weekend hours may be required to meet client, clinic or agency needs.

Recruitment Standards: Thorough knowledge and skill in the administration and organization of Public Health programs; thorough knowledge of the principles of public health nursing and public health nursing supervision; thorough knowledge of the available and related public health resources and organizations in North Carolina, and current social and economic problems pertaining to public health; thorough knowledge of public health administration on the local level; thorough knowledge of educational methods and training techniques. Ability to plan, coordinate, and supervise the work of others and to present comments and opinions clearly and concisely in oral and/or written form; ability to exercise good judgment in appraising situations and making decisions; ability to plan and execute work effectively and to deal tactfully with the public and with other health professionals.

Minimum Education and Experience: Master's in Nursing and four years of Public Health nursing experience (including three years of experience in a supervisory capacity); or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and five years of Public Health nursing experience (including three years of experience in a supervisory capacity); or a Master's in Public Health and graduation from a school of professional nursing and four years of Public Health Nursing experience (including three years of experience in a supervisory capacity); or graduation from a school of professional nursing and six years of professional nursing experience five of which must have been in Public Health (including three years of experience in a supervisory capacity); or an equivalent combination of training and experience. Requires an active North Carolina RN License. Pre-employment drug screen and criminal background check, including screening against the OIG's List of Excluded Individuals, is also required.

Applications will be accepted through Wednesday November 29, 2017.

To Apply: Submit a completed **Henderson County application form and college transcript(s)** to Katie Fuller at:

healthhr@hendersoncountync.org, or via fax at 828-697-4709, or via mail to:

Henderson County Department of Public Health

1200 Spartanburg Hwy, Suite 100

Hendersonville, NC 28792-5840

Applications are available at the Henderson County Department of Public Health, including our website:

http://www.hendersoncountync.org/health/web_pages/employment.html or from the Henderson County NCWorks Career Center at 180 West Campus Drive, Flat Rock, NC 28731. EOE/M/F/D/V

Salary Grade: 86A **Minimum Starting Salary:** \$63,375.00 (salary commensurate with Public Health experience)

www.hendersoncountync.org/health