

NORTHERN KENTUCKY HEALTH DEPARTMENT  
JOB POSTING

JANUARY 9, 2023

**CLINIC SUPERVISOR II [Code: HCSUP2]**

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Clinical Services Division is accepting applications for Clinic Supervisor IIs to provide and assist with overseeing the delivery of quality public health nursing and nutritional services in assigned health center(s), and to perform related duties essential for promoting and protecting the safety and health of the Northern Kentucky community. We are accepting applications for all locations (Covington, Florence, Newport and Williamstown). We could be waiting for YOU!

**Status:** Full-time (40 hours/week) non-exempt (hourly pay) merit system position  
**Classification:** Clinic Supervisor II  
**Band:** 11  
**Starting Pay Rate:** \$35.71-\$43.82/hour (based on your years of directly related paid experience)  
**Reports to:** Clinic Manager

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**Essential functions include, but are not limited to:**

- 1. Performs simple to complex client services for a full range of assigned program(s) in a clinic or community setting** (Identifies and collects physiologic, psychosocial, and environmental data by interview and/or physical examination to detect and identify health problems. Performs health assessments and screenings by interview and/or physical examination. Develops plans of care to achieve expected outcome(s) by identifying problems, identifying needed resources and works with client and/or client medical providers to develop a timetable for reaching goals. Conducts case reviews for assigned Health Department programs. Follows up with clients to determine level of compliance with established plan of care and makes adjustments where necessary. Communicates among healthcare team to provide continuity of care. Provides back-up case management services for the Breast, Cervical, STD, TB and Lead programs. Provides one on one client education. Performs counseling on issues including but not limited to pre-conceptual maternal/child health, breastfeeding, communicable disease, nutrition, etc. Performs lab procedures.)
- 2. Assists Clinic Manager** (Coordinates clinical operations. Schedules clinical staff. Plans and organizes off-site clinics. Maintains inventory of medical supplies and equipment. Participates in chart reviews. Makes operational recommendations to supervisor. Oversees clinic(s) in absence of Clinic Manager. Resolves clinic problems in absence of Clinic Manager. Monitors clinic flow. Assists with ensuring all lab competencies are completed. Evaluates and monitors the budget of designated program(s) and program activities and assists with evaluating and monitoring the budget(s) of related program(s).)
- 3. Refers clients to other sources as needed** (Makes referrals to community resources. Refers non-routine complex problems to supervisor or appropriate provider. Maintains communication with other disciplines in coordinating health care activities on and off-site.).
- 4. Serves as referral source for clients, Health Department staff, health professionals and the general public** (Provides general technical assistance and consultation to schools, health professionals and organizations, co-workers, community organizations, and the general public on designated public health service(s) or program(s).)

5. **Maintains records** (Maintains client charts. Documents activities using appropriate forms. Records FIT Cancer Screening results in patient charts and QA log. Records/maintains results and data in HIV/HCV Testing Log. Enters data into database(s).)
6. **Assists with community outreach activities as assigned** (Attends health fairs and community education programs. Assists with offsite clinics including but not limited to flu clinics, tetanus clinics, immunizations, family planning, etc. Teaches WIC classes as needed.)
7. **Supervises assigned staff** (Interviews and makes hiring recommendation to fill staff and student vacancies in assigned health center(s). Ensures direct report(s) have appropriate knowledge, skills, abilities and equipment to perform their duties. Ensures direct report(s) comply with policies, procedures and best practices. Conducts performance evaluations. Updates job descriptions. Mentors staff to maximize performance. Addresses performance/behavior issues. Reviews work of direct reports as necessary to ensure meeting desired outcomes and results. Recognizes staff's accomplishments/achievements. Meets with staff as appropriate. Ensures new employees are oriented.)
8. **Completes special projects.** (Responds to public health emergencies as assigned; Completes other special projects.)
9. **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports. Attends work as scheduled or uses annual leave.)

**Minimum Qualifications:**

Valid, Active Driver's License, license to work as an RN in KY, CPR certification, and one of the following:

- A Bachelor's degree in Nursing from an accredited university plus 2 years of full-time responsible experience as a licensed RN in public health clinical programs, with 1 year in a supervisory capacity preferred.
- Equivalent education as determined by licensing board recognized by the Kentucky Board of Nursing PLUS the equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

**Desired Qualifications:**

Same as above plus prior public health experience and/or bilingual English/Spanish.

**To Apply:**

Please submit applications through CareerBuilder ONLY ([www.careerbuilder.com](http://www.careerbuilder.com)).

We're sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.

**For immediate consideration apply by 1/17/2023.**

If you'd like to wait, we'll accept your application as long as the position is posted on CareerBuilder.

Please reference code HCSUP2 on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check, license verification, and drug screen will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – HCSUP2

Please visit our website at [www.nkyhealth.org](http://www.nkyhealth.org) to view other opportunities to join our family.

EEO/M/F/Vets/Disabled/LGBTQ+