

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

AUGUST 5, 2026

CLINIC SUPERVISOR [code: HCSUP]

Join Our Mission: Make a Real Difference

Be a driving force in public health! Join NKY Health and contribute to our mission to improve the quality of life in the region. We are dedicated to preventing disease, promoting wellness, and protecting against health threats by inspiring collaboration, igniting partnerships, and improving outcomes.

The Clinical Services Division is currently seeking a compassionate and dedicated Clinic Supervisor.

The Impact of This Role

This is an essential position that works in a clinic setting to provide and assist with overseeing the delivery in assigned health center(s) of quality public health nursing and nutritional services essential for promoting and protecting the safety and health of the Northern Kentucky community while maintaining an appropriate level of confidentiality and a professional image.

We are looking for YOU!

Some Quick Facts About the Job

<u>Status:</u>	Full-Time (40 hours/wk), non-exempt (hourly) merit system position
<u>Classification:</u>	Clinic Supervisor
<u>Band:</u>	11
<u>Pay Rate:</u>	\$38.63/Hour to \$47.41/Hour (based on your years of directly related paid experience)
<u>Reports To:</u>	Clinic Manager
<u>Initial Location:</u>	Assigned Health Center in Covington, Florence, Newport, or Williamstown
<u>Usual Schedule:</u>	Either Monday – Friday, 8:00 a.m. to 5:00 p.m. or Monday -Thursday, 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 2:30 p.m.

What You Will Do

Essential functions of the job include, but are not limited to:

- Hire, train, mentor, supervise, and evaluate program staff.
- Assist with the development, administration, control, and monitoring of program budgets, including expenditures. Maintains inventory and ordering add here.
- Guide all program activities to adhere to local, state, and federal laws, regulations, policies, and grant requirements.
- Performs health assessments and screenings by interview and/or physical examination and develops plans for care to achieve expected outcome(s).
- Performs simple to complex routine and non-routine client services for a broad range of assigned program(s) in a clinic setting according to local and state policies and procedures, the Administrative Reference (AR), Clinical Services Guide (CSG) and WIC and Nutrition Manual.
- Provides one on one or group client education and counseling on issues based on plans for care.
- Makes referrals to community resources as needed and maintains communication with other disciplines in coordinating health care activities on and off-site.

- Documents services and activities using appropriate workflows.
- Participates in the educational experiences of nursing students, serving as a preceptor and mentor.
- Provides case management activities, coordination, and implementation of designated public health service(s) or program(s) for assigned program(s).
- Provides assistance with community outreach activities, offsite clinics and community education programs as requested.
- At the request of the Clinic Manager or Division Director, sustains the operations of assigned health center(s) in absence of Clinic Manager.
- Quarterly orders, monitoring clinic flow, readjusting based on staffing for the day, given projects, communication with staff and other clinics, problem solving..

What Qualifications You Need

Minimum Qualifications (these are required):

Pre-Hire Education: One of the following:

- 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.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Certifications:

- Must attain CPR certification prior to appointment date and maintain throughout incumbency.
- Must attain and maintain any required certification(s) for assigned programs.

License: Must attain license to work as an RN in Kentucky prior to appointment date and maintain throughout incumbency.

Other: Must possess a valid, active driver's license and reliable transportation.

Knowledge of:

- Day-to-day clinic operations.
- Nursing theory, public health nursing, and standard public health nursing protocols.
- Principles and methods for teaching and instruction designed to affect behavior modification.
- Resources for assigned programs.
- Health department policies, procedures, technology, and equipment pertaining to assigned duties.

Skills and Abilities to:

- Combine technical proficiency in medical tasks with strong critical thinking and communication skills, empathy, and attention to detail.
- Use and generally maintain standard medical and nursing equipment, instruments, and supplies.
- Manage caseload for complex or multiple program(s).
- Translate work processes and/or regulations into clear, actionable, and verifiable steps.
- Supervise, mentor, and motivate staff.
- Delegate work activities.
- Anticipate and solve problems and challenges.
- Draw sound conclusions.
- Work both independently and as part of a team.
- Maximize and appropriately use resources.
- Provide excellent customer service.
- Perform with a high degree of accuracy and attention to detail.
- Understand and follow written and oral instruction.
- Perform in an organized and efficient manner.

- Accurately convey information in a culturally competent manner to instruct, persuade, or otherwise influence behaviors and attitudes.
- Maintain professional working relationships.
- Prioritize, plan, and organize work activities.
- Maintain an appropriate level of confidentiality.
- Maintain accurate documentation and proficiency in digital charting.
- Contribute to a culture of quality.

Physical Demands: Reasonable accommodations that do not pose undue hardship on the organization may be made to enable individuals with disabilities to perform the essential functions of the job.

How and When to Apply

For immediate consideration, please apply by 8/12/2026.

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

Please use ONLY one of the following methods to submit your application:

- Through Indeed (www.indeed.com)
- Through NKY Health's website (<https://nkyhealth.org/careers/>)
- By clicking [here](#) if viewing this as an electronic posting

Important Note: We are unable to consider paper, faxed, or emailed applications. To be considered, please use one of the approved online methods above.

- Please reference code HCRD on any attachments or correspondence.
- No phone calls please.
- Selection will be made by interview(s) and/or review of submitted documentation.
- Submitted documentation must indicate that you meet the minimum qualifications.
- A criminal background check will be required.

Another Important Note: We invite you to visit our website at www.nkyhealth.org to view other opportunities to join our team. Each position needs a separate application.

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