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Human Resources Director
Vermilion County Board

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Notice of Job Vacancy

DATE: August 23, 2024

POSITION: *Nursing Supervisor – Communicable Diseases/Immunizations*

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job description

DESIRED REQUIREMENTS: Requires certification of graduation from a school of nursing approved by the Department of Professional Regulation; and,

- Requires a current Illinois license as a Registered Nurse by examination; and,
- Prefers at least two years of full-time nursing experience (experience directly related to assigned program, i.e., infection control, immunization, Tuberculosis and medical/surgical is helpful/preferred); or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- Preference may be considered for people qualified as a Public Health Nurse or with a BSN.
- Requires completion of any required communicable disease control training course(s) within the first six months in this job or as soon as the required training course(s) is available.

STARTING SALARY: \$61,000 - \$67,000

APPLICATION PERIODS: August 23 - 29, 2024 (Internal)
August 30, 2024 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

Vermilion County Health Department
Job Description: 08/14/2024
Nursing Supervisor - Communicable Diseases and Immunizations
Supervisor: Community Health Services Program Director

Distinguishing Features of Work:

With general direction from and regular consultation with the Director of Community Health Services, directs, coordinates, evaluates, and manages organizational efforts in planning and implementation of program activities within the communicable and immunization programs. Other program areas include tuberculosis, sexually transmitted diseases and lead monitoring/investigations. This position provides direct and supervisory services and assures compliance with regulatory procedures established for immunizations, epidemiological investigations, and communicable disease control protocols which may include direct observed therapy, isolation and quarantine orders.

Basic Duties and Responsibilities:

This position spends more than 50% of the time engaged in supervisory responsibilities. This includes communicating with, motivating, training, and evaluating employees in addition to planning and directing employees' work. The incumbent has the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline subordinate employees or effectively recommend such action. The incumbent will also be required to develop performance expectations, meet with staff regularly to discuss performance, complete performance reviews, maintain vacation and work schedules, ensure proper coverage and complete timesheets.

Responsible for the supervision of staff including appraisals, planning, directing their work, approving leave, having the authority for hiring, and taking disciplinary action or effectively recommending such actions. The employee is expected to promote innovation by searching for creative solutions and managing resources wisely. They are expected to collaborate through teamwork to achieve common goals and solve problems.

The employee is expected to be accountable and perform with integrity and respect. They are expected to be responsive by serving our customers and engaging our partners. Finally, the employee is expected to perform with excellence by promoting quality outcomes through learning and continuous performance. This position is under the direct supervision of the Director of Community Health Services and will be located on 200 South College Street, Suite A, Danville, IL 61832.

All assigned duties and responsibilities apply to multiple site program staff and requirements.

These functions require the Incumbent to be:

1. Highly independent and function as the delegated authority as requested.

2. Possess the ability to use independent judgment and considerable latitude for decision making.
3. Formulation and implementation of policies and procedures which have significant impact in personnel administration.
4. Represents VCHD at State, County, and private sector functions as assigned. Attending essential training sessions and conference calls.
5. Demonstrates understanding of media relationships, and possesses an ability to communicate basic, factual Health Department information.
6. Monitors and assumes responsibility for fiscal management of available program funds including supervision of all expenditures.

Incumbent may be required to work before, during and/or beyond normal work hours or days in the event of any emergency. Emergency duty required of the incumbent includes working in special needs or Red Cross shelters, or performing other emergency duties including, but not limited to, responses to or threats involving any disaster or threat of disaster, man-made or natural. All employees are expected to complete mandatory training and health screenings within the required timeframe, as deemed necessary by the Department.

Basic Program Requirements:

- Develops, implements, evaluates, and modifies public health programs (including policies, procedures, and protocols) by collecting, analyzing, and interpreting program data including statistical, narrative, and anecdotal reports, staff inputs, and other information to determine that programs meet community needs, grants, and resulting requirements.
- Implements required procedures used in the application of laws, policies and regulations pertaining to communicable disease (including HIV/STD surveillance), immunization, tuberculosis and lead programs.
- Supervises and collects information concerning the incidence and sources of communicable disease; applies investigative techniques and procedures used in tracing the sources of disease.
- Facilitates cooperation with laboratories, clinics, hospitals and physicians' offices in disease detection reporting and immunization.
- Assists in the research and compiling of statistics regarding the incidence of communicable disease and the prevailing immunization levels within a community or area.
- Assists in the evaluation of data which has been collected in relation to an investigation, study or survey.
- Accepts progressively responsible assignments in the detection, isolation and control of various communicable diseases.
- Assists in performing a variety of informational and educational activities involved in the control of communicable disease; assists in preparing and presenting lectures on communicable disease to school groups and the public; also includes acting as a resource person for in-service education and training programs for VCHD staff.

- Assists with the supervision of volunteer workers helping in communicable disease activities; may help supervise, train and guide subordinate personnel working in the same communicable disease control program or in a separate parallel program.
- Assists in public health emergency planning, preparedness and response activities, including all-hazard events, emergency medication distribution (SNS), and mass vaccination events.
- Assists in organizing mass immunization clinics encourages and coordinates participation of local medical personnel in endorsing and assisting clinic operations; gives inoculations as required under the standing or specific medical orders.
- Maintains compliance with the participation and reporting requirements with the Illinois Disease Surveillance System (IDSS), & Illinois Comprehensive Automated Immunizations Registry I-CARE state reporting systems.
- Performs TB screenings; monitors medications ordered by the tuberculosis clinician; completes required programming reports.
- Performs home visits as indicated, including but not limited to, client follow-up, lead monitoring/inspection and Direct Observational Therapy (DOT).
- Facilitates effective working relationships with a variety of community and governmental agencies including professional individuals and associations.
- Performs other duties as required or assigned.

Required Education and Experience:

- Requires certification of graduation from a school of nursing approved by the Department of Professional Regulation; and,
- Requires a current Illinois license as a Registered Nurse by examination; and,
- Prefers at least two years of full-time nursing experience (experience directly related to assigned program, i.e., infection control, immunization, Tuberculosis and medical-surgical is helpful/preferred); or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- Preference may be considered for people qualified as a Public Health Nurse or with a BSN.
- Requires completion of any required communicable disease control training course(s) within the first six months in this job or as soon as the required training course(s) is available.

Required Knowledge, Skills, and Abilities including utilization of equipment required for this position:

- Requires the ability to implement the nursing process.
- Requires ability to read, analyze and interpret common scientific and technical journals and legal documents.
- Requires working knowledge of professional nursing theory and practices and apply general nursing techniques and practices.
- Requires the ability to order and maintain current forms used in all program areas.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as the confidentiality and/or privacy of co-worker's records.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Requires a valid driver's license.
- Requires a reliable motor vehicle for work-related travel.

Work Environment:

These jobs generally operate in a professional or clinical office environment. These jobs may routinely require the use of specialized health or physical assessment equipment, such as, lancets, syringes, needles, and vacutainers and/or standard office equipment, such as, computers, printers, photocopiers, telephones, filing cabinets and fax machines.

Physical Demands:

These jobs are largely sedentary, however, some work activities, such as filing, record storage or equipment relocation may occasionally require significant body movement. The required body movement may occasionally include bending, kneeling, stooping and lifting 40 pounds.

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of this position.

Incumbent Signature:

Date:

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Discussed with Employee: Yes..... No.....

Supervisor Signature:

Date:

Approval of the Administrator and Health Officer:

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Date:

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