

SHAWNEE COUNTY, KANSAS
Position Description
Health Services Team Leader (Clinical Services)

POSITION NUMBER: HA1029

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position is responsible for managing and directing immunizations, Sexually Transmitted Infections (STI), clinical and communicable diseases services. Will participate in the development, implementation and revision of program philosophy, objectives, policies and procedures. Supervises and coordinates staff in the clinical services program. Performs other duties as assigned. This position is supervised by the Clinical Services Division Manager.

WORK PERFORMED

- 35% Supervisory Duties.** Supervises the work of staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products.
- 25% Program Analysis And Documentation.** Monitors for accurate and complete medical records. Completes the required paperwork for reimbursement and program accountability. Assists in keeping data and statistics in accordance with grant and governmental regulations.
- 15% Direct Patient Care.** Provides direct services to clients by performing screenings, reviews and medical history evaluations. Administers medication, treatments and immunizations according to prescription, protocol or direction. Provides client education, provider assistance, triage and case management. Conducts disease investigations. Adheres to nursing standards of practice while following Department protocols, as well as local, State and Federal regulations. Obtains and prepares medical equipment and supplies as needed. May require work during non-business hours.
- 15% Evaluation.** Coordinates, plans and participates in quality assurance in-service programs, case conferences and team meetings for continuity and improvement of patient services.
- 10% Education.** Coordinates and provides orientation, training and skill review of clinical services staff. Provides consultation to staff and other interested parties on various topics related to immunization and communicable disease practices. Arranges and monitors student experiences within the clinical services program.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resources management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Primary health care and public health services theory and practices.
- Federal, State and County laws and regulations which impact the department.
- Standards, rules and regulations which govern the delivery of the specific health care services assigned to a health care team.

Ability to:

- Plan and direct the work of others.
- Work independently in adverse situations.
- Communicate effectively to individuals and groups, both orally and in writing, using the English language.
- Prepare and maintain records, charts and reports.
- Follow detailed written and oral directions.
- Learn and remember a wide variety of legal requirements and departmental policies.
- Prepare accurate statistical reports.
- Classify, locate and interpret a variety of statistical and related information
- Complete multiple tasks simultaneously.
- Plan and conduct meetings and trainings
- Demonstrate effective interpersonal, critical thinking, problem-solving and decision-making skills.

Skill in:

- Providing leadership and direction to employees.
- The use of computer software and applications
- Working with a diverse populations.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-30 lbs.	X				Twisting	X				Cramped Body Position		X		
Pushing/Pulling			X		Squatting			X		Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision	X				Carrying			X		Irregular Surfaces				X
VOICE					Climbing	X				Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic		X		

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EARS				Turning		X		Exposure to Marked Changes in Temperature and Humidity			
Hearing		X		Lifting-30 lbs.		X			X		

EQUIPMENT USED

Personal Computer	Office Furniture	BBP Personal Protective Equipment
Printer	Misc. Office Equipment	Misc. Medical Equipment
Fax Machine	Stethoscope	Hemoglobin/Blood Glucose Machine
Photocopier	Syringes/Needles	
Telephone	Blood Pressure Cuff	

MINIMUM QUALIFICATIONS

Licensed as a Registered Nurse in the State of Kansas.

Two (2) years’ direct patient care nursing experience.

Two (2) years’ supervisory experience in a medical office, hospital, clinical health care setting or program oversight OR three (3) years’ clinical nursing experience with the Shawnee County Health Department (SCHD) and the ability to demonstrate leadership qualities.

CPR Certification.

Valid Driver’s License and able to operate County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100-200 within six (6) months of employment.

Required to pass a pre-employment physical and drug screen.

Required to lift up to thirty (30) pounds.

If CPR Certification has lapsed, will be required to renew their Certification within 120 days of employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 05/07
Revision History: 01/18