JOB TITLE:	SUPERVISOR MEDICAL COMPONENTS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8223
BARGAINING UNIT:	CLAS

REVISED: 07/17/2019

Submitted: 07/16/2019

SCOPE OF RESPONSIBILITIES

Plans, directs and coordinates the medical components and collaborates with community agencies to maximize services for the students at TAPP. Assumes responsibility for executing and interpreting policies/standards established by grants, contracts, and licensing agencies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans, organizes and assures implementation of programs at each site, and works cooperatively with state and District health departments
- Provides consultation, training, materials and in-service in guiding the professional development of medical staff
- Selects and allocates the material resources necessary for patient care in keeping with standards of care
- Assumes responsibility for maintaining standards and fulfilling requirements established by Jefferson County Public Schools, contracts, grants and licensing agencies
- Develops, presents and justifies prenatal, family planning and well child budgets; meets third party payment requirements
- Coordinates inter-departmental communications and activities and collaborates with the pediatric and obstetrical medical directors.
- Participates in decision making bodies within the community, as related to the program and serves on the TAPP Administrative Team representing the medical components
- Coordinates WIC programs to TAPP sites in conjunction with Jefferson County Health Department
- Chairs interview committees for the selection of medical staff, and provides ongoing performance evaluations for total medical staffs
- Formulates policies and procedures essential to the maintenance of standards of nursing practice and the Kentucky Nurse Practice Act
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

- B.S.N. degree and current Kentucky Registered Nurse Registration
- Experience as a director of a primary health care center involved in providing adolescent health care services
- Five years successful obstetrical and community health experience

Three years of successful classroom teaching skills experience
Five years of successful supervisory experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification in specialty area
Successful experience in working with pregnant and parenting teens
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.