



## Sangamon County Department of Public Health

<b>Position</b>	<b>Clinic Supervisor (R.N.)</b>
<b>Work Hours</b>	Monday – Friday 8am - 4:30pm
<b>Benefits and Perks</b>	
<b>Salary range:</b>	\$56,633 – \$67,961 annually
<b>Time off:</b>	2 weeks paid vacation   12 paid sick leave days 3 paid personal days   13 paid holidays per year
<b>Insurance:</b>	Health Insurance   Dental Insurance   Life Insurance
<b>Other benefits:</b>	Mileage reimbursement   Death Benefits   Retirement
<b>To Apply</b>	Submit application <sup>1</sup> and supporting documents through one of the following methods:
<b>1) Email</b>	<a href="mailto:healthhr@sangamonil.gov">healthhr@sangamonil.gov</a>
<b>2) Fax</b>	217-535-3104
<b>3) Mail</b>	Gail O’Neill Director of Public Health Sangamon Co. Dept. of Public Health 2833 S. Grand Avenue, East Springfield, IL 62703
	<a href="#"><sup>1</sup>Sangamon County Department of Public Health Job Application</a>
<b>Deadline to Apply:</b>	July 8 <sup>th</sup> , 2022

**Statement from Sangamon County Department of Public Health:**

*We value diversity and inclusion at Sangamon County Department of Public Health. We strive to reflect this value in our work culture and our passion to the employees and community of Sangamon County.*

*We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of age, race, gender, sexual orientation, religion, disability, national origin, or any other part of someone’s identity. If you have a special need or disability requiring accommodation, notify us using one of the contact methods above.*

The Sangamon County Department of Public Health is seeking applicants to perform duties primarily as a Clinic Supervisor (R.N.). These duties include:

- Supervise and review work of assigned clinic and lab staff within the Health Department
- Collaborate with SIU School of Medicine FQHC primary care onsite clinic on a daily basis
- Oversee the operation of the Menard County clinic location
- Interact with clerical staff supporting Sangamon County's clinic which provides immunizations, lab services, TB testing, and lead screening
- Maintain Vaccines for Children Program
- Maintain working understanding of the various software utilized in the clinic including Touchworks, I-Care, etc.
- Order, document, and inventory all vaccine and supplies for clinic
- Assist with travel vaccines and any clients requesting these services

*The work assigned to this position may not include all possible tasks in this description and does not limit the assignment of any additional tasks for this position.*

#### **Required Qualifications:**

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- A valid Class D Illinois Driver's License
- Applicants must be a resident of Sangamon County or be willing to move into the County within 6 months of employment.
- Ability to use personal automobile with proof of current insurance
- State of Illinois registered nursing license in good standing
- In the event of a public health emergency, this position may be required to work evening and/or weekend clinics as assigned

#### **Desirable Qualifications:**

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- Experience overseeing clinic operations in a healthcare setting
- Ability to maintain professional relationship with staff and clients
- Strong written and oral capabilities
- Supervisory experience