

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Community Health Nurse</u>
Schedule & Grade	<u>PAT-8</u>
Class Code	<u>BE02</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Nursing</u>

PRIMARY PURPOSE:

To perform nursing tasks and operational duties in the community health nursing program.

SUPERVISION:

Under the supervision of the Nurse Coordinator or Health Program Administrator in the assigned division. May supervise other staff as assigned.

DESCRIPTION OF WORK

ESSENTIAL FUNCTIONS:

1. Performs educational, investigational, and organizational activities related to community health nursing programs during normal business hours or after hours as assigned.
2. Administers medical treatments, immunizations, medical tests, and medications in accordance with established policy and procedures.
3. Performs physical, developmental, and/or wellness assessments for all ages.
4. Plans, coordinates, and manages the operation of assigned clinics and/or programs. Responsible for contract administration, policy and procedure development, and the direction of support staff activities as needed.
5. Performs case management activities including program admission, agency referrals, and off site visits.
6. Works as a team member with medical professionals or other agencies to support individuals and/or families to reach care plan goals.
7. Participates in the development and planning of community health programs.
8. Reads, interprets and documents a variety of medical information related to program activities.
9. Operates medical and/or diagnostic equipment.
10. Develops and presents health education to individuals, groups, and/or other agencies.
11. Travels to homes, schools, businesses, and/or other off site locations to perform nursing services, provide health education, and other duties as assigned.
12. Works with individuals, community groups, and/or agencies at local, state, or national level to develop and promote individual, family, and community health initiatives.
13. Prepares patient charts and care plans, maintains confidential records & information. Compiles reports and statistical data as required.
14. Provides accurate health and program information utilizing a variety of communication tools.
15. Participates in community health emergency response training and response.
16. Follows agency confidentiality protocol.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, and seminars for professional development.
2. Utilizes computer software applications such as word processing, spreadsheet, and database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of training or experience providing the following knowledge, skills or abilities:

Knowledge

Principles, procedures, and equipment necessary to provide community health nursing services.

Abilities

Provide effective community health nursing services; conduct educational programs and community health research; accurately and effectively administer treatment, medication, and immunizations; follow established standards of medical/nursing care; possess a strong attention to detail; effectively apply negotiation and problem solving techniques; demonstrate effective decision-making and sound judgment; interpret and comply with federal, state, and local public health law and regulations; keep effective and detailed records, charts, and other health related documentation; effectively operate necessary equipment; prepare and maintain reports; effective written and verbal communication; works cooperatively and courteously with staff, patients, parents, and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform as an effective team member in fulfilling Health Department and City of Springfield mission statements and philosophy; perform the essential job functions without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A Bachelor's Degree in Nursing (BSN) from a program accredited by the NLNAC or the CCNE plus two years of professional nursing experience of which at least one year must be in population-focused community health nursing; or completion of either an accredited diploma nursing program or an associate degree in nursing (ADN) program supplemented by three years of professional nursing experience of which at least one year must be in population-focused community health nursing.

Physical Requirements

Performs bending, kneeling, sorting, and twisting; reaches to ground level and to overhead; holds and grips objects; lifts and/or carries up to approximately 30 pounds; distinguishes colors; performs visual, auditory, and olfactory assessments; manual dexterity; stand/sit for prolonged period.

Working Environment

Primarily indoors with regulated heat and air cooling in a health clinic and office environment; may be subjected to extreme weather conditions and temperatures when working off site; possible exposure to chemical and/or safety hazards with associated nursing assignments; possible exposure to communicable disease; subject to strong fumes and odors; may be subjected to loud noise levels.

Licensing/Certification

Must possess and maintain a current professional registered nurse license issued by the Missouri State Board of Nursing.

Miscellaneous Requirements

Some clinic assignments require completion of specialized training with possible overnight travel. Must pass pre-employment drug test; criminal background check; possible credit check; professional registered nurse license complaint/disciplinary action search. If operating a motorized vehicle, must possess a valid Missouri Motor Vehicle Operator's license.

Last Revision:	May 7, 2012	GENERAL ORDINANCE NO.	4493
Comments:	Updated Abilities	Date:	February 6, 1995
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions with or without reasonable accommodation under the Americans with Disabilities Act.			
Signed:	_____	Dated:	_____