

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Public Health Nurse</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>BE03</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Nursing</u>

PRIMARY PURPOSE:

Performs advanced professional nursing work and provides educational and investigative public health nursing services for a variety of public health issues for clients within an assigned geographical area. In addition, serves as coordinator of an assigned clinic or program area.

SUPERVISION:

Under supervision of the Nurse Coordinator. May supervise subordinate staff, as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Administers medical treatments, vaccinations, medical tests, and medications in accordance with established policies and procedures and provides related client education and teaching.
2. Plans, coordinates, and manages operations for an assigned clinic, such as immunization clinic, or other health programs and participates in the operation of other community health clinics as needed including contract administration, policy and procedure development, and the direction of support staff activities.
3. Performs case management activities for referrals of high risk pregnancies and high risk infants including program admission, agency referrals, and off site visits.
4. Works as a team member with medical professionals or other agencies to support individuals and/or families to reach care plan goals.
5. Participates in the development of public health programs, in planning methods of providing nursing services, and in evaluating the effectiveness of these programs.
6. Operates a variety of medical and diagnostic equipment.
7. Travels to homes, schools, businesses, daycare facilities, clinics and other off site locations to perform nursing services and present health care information.
8. Works with individuals, community groups and agencies to develop and promote community participation in public health education and activities.
9. Prepares patient care plans and charts, maintains records, and compiles reports and statistical data as required.
10. Provides accurate health and program information utilizing a variety of communication tools.
11. Follows agency confidentiality protocol.
12. Provides a wide range of public health outreach nursing services for clients in a geographically assigned area.
13. Performs assessments of home environment, physical and developmental progress of infants & children, and interprets and directs care related to assessments.
14. Performs investigations for epidemiological cases, high-risk babies, and other public health issues and recommends the provision of appropriate health services or resources.
15. Conducts community assessments to identify specific community health needs and high risk populations, and provides recommendations for new or improved health services.
16. Maintains knowledge of maternal, child, and family health research through professional literature review, along with participation in conferences and continuing education.
17. Participates in public health emergency response training and response.
18. Represents the health department as a health resource agent in community health organizations, programs, and activities.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, and seminars for professional development purposes.
2. Utilizes computer software applications such as word processing, spreadsheet, and database.
3. Organizes and develops large-scale, multifaceted health education or promotion programs.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Knowledge of principles, procedure, and equipment necessary to provide public health nursing services; broad knowledge of communicable disease and control methods; working knowledge of surveillance and principles of epidemiology; broad knowledge related to health promotion and education; broad knowledge related to maternal, child, and family health issues; working knowledge of the social and economic factors impacting the community served; knowledge of available public health resources; knowledge of the Missouri Nurse Practice Act.

Abilities

Provide effective public health nursing services with a population focused outlook; provide sensitive care utilizing compassion, respect, and a nonjudgmental attitude while working with a variety of clients from different cultural and socioeconomic backgrounds; assess physical, emotional, social, spiritual, and environmental health of individuals, families, groups, and communities; conduct educational programs, public health studies, and community assessments; accurately and effectively administer treatment, medication, and immunizations; follow established standards of nursing care; possess a strong attention to detail; possess strong and effective organizational skills; effectively apply negotiation and problem solving techniques; demonstrate effective independent decision-making and sound judgment; interpret and comply with federal, state, and local public health laws and regulations; effectively operate necessary equipment; perform first aid or CPR if the need arises; prepare and maintain reports; communicate effectively both verbally and in writing; demonstrate the ability to explain and teach basic health principles to individuals and groups in the community; work cooperatively and courteously with associates, patients, families, and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job 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 population-focused community health nursing experience. RN applicants who possess a bachelor’s degree in a related field, and a minimum of three years experience in population focused community health nursing, may be considered.

Physical Requirements

Performs bending, kneeling, and twisting movements; reaching to both ground level and overhead; holds and grips objects; lifts and/or carry up to approximately 30 pounds; distinguishes colors due to health assessments dealing with body fluids and certain screening tests; sits and stands for prolonged periods of time.

Working Environment

Primarily indoors with heating and cooling regulated in a health clinic and office environment; may be subjected to extreme weather conditions and temperatures when working off site; may be subjected to strong fumes, odors, and chemical hazards; may be subjected to safety hazards involved with working with needles and body fluids; possible exposure to communicable disease; 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. Depending on Bachelor Degree classes, additional training and certification may be required to meet expected standards.

Miscellaneous Requirements

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

Last Revision:	February 14, 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 outlined with or without reasonable accommodation under the Americans with Disabilities Act.			
Signed:	_____	Date:	_____