

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Staff Nurse</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>BE01</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit	<u>AFSCME</u>
Occupational Group	<u>Nursing</u>

PRIMARY PURPOSE:

Functions as a training position for the Community Health Nurse. Position performs duties of the Community Health Nurse, but not with the same level of independence and judgment.

SUPERVISION:

Under the supervision of the Nurse Coordinator or Health Program Administrator in the assigned division. May receive direction from higher level nursing staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Carries out the educational, investigational and organizational activities associated with the community health programs.
2. Administers medical treatments, immunizations, medical tests, and medications in accordance with established policy and procedures.
3. Performs physical and/or developmental assessments and screenings.
4. Participates in the operation of community health clinics.
5. Assists individuals and families in reaching care plan goals established with M.D. and/or N.P.
6. Works as a team member with medical professionals or other agencies to support individuals and/or families to reach care plan goals.
7. Reads, interprets and documents a variety of medical information.
8. Utilizes a variety of medical equipment.
9. Demonstrates and teaches nursing care, as necessary.
10. Prepares patient care plans; maintains records and compiles reports and statistical data, as required.
11. Provides accurate health and program information utilizing a variety of communication tools.
12. Participates in public health emergency response training and response.
13. Follows agency confidentiality protocol.

IMPORTANT FUNCTIONS:

1. Travels to homes, schools, and clinics in the community to perform nursing services or present health care information as required.
2. Assists in the planning of community health clinics.
3. Attends conferences, workshops and seminars for professional development purposes.
4. Utilizes computer software applications such as word processing, spreadsheet, and database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Principles, procedures and equipment necessary to provide nursing services.

Abilities

Provide effective community health nursing services; conduct educational programs and community health studies; administer medical treatment, medication, and immunizations; follow established standards of medical/nursing care; possess a strong attention to detail; effectively apply negotiating and problem solving techniques; demonstrate effective decision-making and sound judgment; interpret and comply with federal, state and local public health laws and regulations; keep effective and detailed records, charts, and other health related documentation; effectively operate necessary equipment; prepare and maintain reports; communicate effectively both verbally and in writing; deal effectively and courteously with associates, patients, parents, and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function 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 an accredited institution; or graduation from an accredited diploma school of nursing plus two years of experience; or completion of an Associate Degree Nursing (ADN) Program, supplemented by at least three years of general nursing experience.

Physical Requirements

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

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 if working off site; possible exposure to chemical and/or safety hazards associated with nursing assignments; possible exposure to communicable disease; may be 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; and credit check (depending upon assignment); professional registered nurse license complaint/disciplinary action search. If operating a vehicle in the course of performing job duties, must possess a valid Missouri Motor vehicle operator's license.

Last Revision: February 21, 2012	GENERAL ORDINANCE NO. 4493
Comments: Update 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:** _____