



## Job Description Public Health Nurse II

**Job Title: Public Health Nurse II**  
**Pay Grade: 21**  
**FLSA: Non-Exempt**

**Job Code: PH210**  
**Effective Date: October 2007**  
**Revision Date: May 2016**

### **NATURE OF WORK:**

Under general supervision, utilizes the art and science of the nursing profession, and the Core Public Health Functions, to promote and protect the health of populations, families, and individuals, using knowledge from nursing, social, and public health sciences.

### **ESSENTIAL FUNCTIONS:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Conducts assessments and screenings to develop a nursing diagnosis; researches, plans, implements and evaluates nursing interventions based on evidence-based nursing practice; utilizes teaching, counseling, case management, and referrals.
- Collects data and assists in preparation of reports for assigned clinic or program; collects data for evaluation; maintains records
- Delivers culturally competent direct and population-focused services.
- Participates in population-level needs assessments
- Develops effective working relationships with families, clients, general public, community agency representatives and other health professionals and employees.
- Acts as agency representative to community agencies and organizations.
- Confers and collaborates with other health care professionals to assure effective continuum of care.
- Coordinates nursing services with other community service programs and agencies.
- Provides community presentations and speaks to groups about good health practices, infectious disease, and services offered by Lewis County Public Health & Social Services.
- Assists in epidemiologic investigations
- Assists in planning and coordinating agency and community responses to disease outbreaks
- Participates in public health emergency response teams as needed
- Performs leadership duties when assigned to special short or long-term projects or programs within the agency.
- Maintains current and accurate client records.
- Maintains confidentiality of work-related issues, client records and county information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. & 552A} as amended, and HIPPA policies and procedures.

### **WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a variety of settings, including private home, office, schools, business sites and other community settings. Environments may present with frequent interruptions and a moderate noise level. Physical setting may be unsanitary with possible exposure to blood borne pathogens and

other communicable diseases. Possible exposure to hostile individuals. Work involves light physical demands and frequent use of a personal computer.

**DISTINGUISHING CHARACTERISTICS:**

This is the journey level position in the Public Health Nurse job series; incumbents work under general supervision. Must possess the ability to work in situations that are broadly defined and often unique in character. Problems can be very complex and may be abstract, conceptual, or long term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at a theoretical level. Must have the ability to collaborate regarding new policies and procedures.

**EMPLOYMENT STANDARDS:**

Bachelors Degree in Nursing from an accredited nursing program approved by the National League for Nursing, AND two (2) year's experience as a Registered Nurse in public health programs; OR six (6) years of nursing experience with at least three (3) years experience applicable to community, public health nursing.

A valid Washington State Driver's License is required. Must possess a current Washington State license as a Registered Professional Nurse.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- County policies and procedures.
- Federal, State, and County laws, codes, rules, and regulations related to public health.
- Modern nursing principles, techniques, and procedures for the evaluation and care of clients.
- Medical terminology, anatomy, physiology, and concepts of disease.
- Public health nursing principles and practices, including health maintenance, promotion, and prevention.
- Principles of health education and counseling.
- Local community resources and public health programs for appropriate referrals.
- Public health protocols, communicable disease issues, and reporting standards.
- Principles of medical record documentation and records management.
- Customer service and public relations methods and practices.

**Skills in:**

- Providing effective nursing services, assessing patient situations, and taking effective courses of action within scope of authority.
- Conducting nursing assessments and diagnosing physical and psycho-social health needs.
- Exercising initiative and judgment in selecting proper nursing intervention.
- Monitoring and evaluating client progress.
- Applying public health nursing principles.
- Responding appropriately to emergency situations.
- Providing effective health education.
- Preparing complete and accurate reports and records.
- Using courtesy, respect, and cultural competencies in providing nursing services to clients.

- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, other County employees and representatives from other local, state, and Federal agencies.
- Communicating effectively verbally and in writing.