



Job Description Public Health Nurse I

Job Title: Public Health Nurse I
Pay Grade: 20
FLSA: Non-Exempt

Job Code: PH205
Effective Date: October 2007
Revision Date: September 2016

NATURE OF WORK:

Under close supervision, provides basic public health nursing services as directed to support County goals.

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.*

- Provides basic public health nursing services, general and special health counseling, patient care instructions, and immunization services in compliance with Washington State Department of Health Consolidated Contracts for local public health services funding.
- Performs nursing procedures and designated medical treatments within scope of authority.
- Conducts Public Health assessments, screenings and immunization programs as directed.
- Supports and enhances the patients' physical and emotional stability; explains nature of illness, plan of care, procedures and treatments to patient, family, and significant others.
- Prepares nursing activity reports; updates and maintains a variety of files, records, charts, and other documents; maintains appropriate records and prepares reports as required.
- Presents patient and family teaching programs based on identified health care goals.
- Communicates with parents, students and staff to convey pertinent information while maintaining confidentiality of personal information.
- Confers with other health care professionals to assure effective continuum of care.
- Coordinates nursing services with other community service programs and agencies.
- Participates on public health emergency response teams as needed.
- Maintains absolute confidentiality of work-related issues, personnel records and County information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended, and HIPAA policies and procedures.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and off-site environments, including patient homes and clinic facilities; work involves light physical demands and frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the Public Health Nurse job series; incumbents work under close supervision and make decisions within a designated scope of authority; no experience is required

EMPLOYMENT STANDARDS:

Bachelors Degree in Nursing; some experience in public health nursing programs is preferred, or Registered Nursing (RN) and two years' experience.

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

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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 patients.
- 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.
- Principles of record keeping and records management.
- Customer service and public relations methods and practices.

Skills in:

- Providing effective nursing services and taking effective courses of action within scope of authority.
- Conducting nursing assessments and documenting health issues.
- 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 and respect in providing nursing services to clients.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.