



PUBLIC HEALTH NURSE III JOB DESCRIPTION

Job Title: Public Health Nurse III

Job Code: PH207

Pay Grade: 23

Effective Date: May 2016

FLSA: Non-Exempt

Revision Date: May 2016

NATURE OF WORK

Under general supervision, provides public health nursing services for Lewis County residents to promote, maintain, and restore good health in support of the State and 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.*

- Manages assigned staff; develops goals and priorities, assigns tasks and projects, and evaluates performance; develops staff skills and training plans and coordinates cross-training of staff.
- Participates in the development of plans, programs, policies, and procedures; establishes goals, objectives and priorities.
- Trains, supervises, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies, procedures, and regulatory requirements and compliance.
- Provides employee supervision and conducts evaluation.
- Assists with the preparation and monitoring of assigned budget to ensure compliance with funding requirements.
- Assists in grant writing and grant compliance and requirements.
- Conducts epidemiological investigations; analyzes index case and subsequent infections, reports findings and makes recommendations for prevention, control and cure of diseases and pathogens.
- Conducts public health assessments and screenings.
- Provides case management for state programs; interviews and observes patients to ascertain medical history and current condition; evaluates medical conditions and home environment; develops case plans and coordinates health and community services.
- Assists clients with individual training and assistance as needed; provides nursing services, general and special health counseling, patient care instructions, and treatment services.
- 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.
- Performs nursing procedures and designated medical treatments within scope of authority; observes and assesses patients' conditions and behavior; reports significant changes to physician.
- Prepares correspondence, reports, referrals, patient histories, and narrative nursing activity reports; updates and maintains a variety of files, records, charts, and other documents; maintains appropriate records and prepares reports as required.
- Reviews and interprets reports for appropriate dissemination of information.

- Confers and collaborates with other health care professionals to assure effective continuum of care.
- Presents patient and family teaching programs based on identified health care goals.
- Coordinates nursing services with other community service programs and agencies.
- Assists in planning and coordinating appropriate agency and community responses to disease outbreaks; participates on public health emergency response teams as needed.
- Maintains absolute confidentiality of work-related issues, patient records, 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.
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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 supervisory level position in the Public Health Nurse job series; incumbents work under limited supervision and make decisions within a designated scope of authority; two years' experience is required.

EMPLOYMENT STANDARDS:

Bachelors Degree in Nursing; AND two (2) year's experience as a Registered Nurse in public health programs.

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

KNOWLEDGE AND SKILLS:

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.
- Local community resources and public health programs for appropriate referrals.

- Public health protocols, communicable disease issues, and reporting standards.
- Principles of record keeping and records management.
- Grant application processes and documentation.
- 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, motivational interviewing, and diagnosing physical and psycho-social health needs.
- Supervisory principles, practices, and methods.
- 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.
- 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.