



## Public Health Nurse

### General Definition of Work

Performs intermediate advanced human support work providing individual, family and community health interventions to ensure the provisions of essential local public health activities and infrastructure; promotes healthy communities and behaviors; prevents the spread of infectious disease and provides protection from environmental health hazards; prepares for and responds to disasters; assists communities in disaster recovery; assures accessibility to quality health services, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Assists with planning, developing, implementing and evaluating assigned public health programs; ensures that the implementation of public health programs and services are consistent with agency philosophy, policies and procedures; assists with community assessment, including surveys assessing community norms and readiness to change.

Works with staff across agencies and county borders in implementing multi-agency and multi-county public health initiatives to address community health issues; implements assigned agency programs in compliance with program regulations and applicable state and federal requirements.

Provides consultation to schools, day care centers, health care providers and communities regarding the health problems of individuals, families and population groups; provides information on communicable disease prevention and control.

Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental and psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including good housing, income, resources, and supports, and access to health care. Documents all information in client record.

Provides care coordination, including developing, implementing and evaluating client plan of care, coordinating care using available resources and maintaining contact with family or informal care givers as appropriate, and formulating and approving budgets for eligible clients as appropriate with their programs. Documents all information in client record.

Prepares for and responds to disasters; assists communities in disaster recovery; works with staff, community partners and clients to develop and implement emergency preparedness planning and programming.

Collaborates in the development and delivery of community-based programs that promote health and prevent disease in a variety of settings with multi-agency partners utilizing leadership, team building, negotiation and conflict resolution skills; promotes health communities and behaviors.

Develops and maintains computer skills relevant to applicable programs; attends meetings, workshops and training sessions appropriate for program and licensure; assists the Administrator, as requested, in program management and policy development.

Assures current knowledge of current state and federal regulations relevant to assigned programs and keeps informed of health care providers and services available to clients.

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practices and participates in organizational capacity building and training activities to advance public health competencies.

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## Knowledge, Skills and Abilities

Required Competency and Skills: Knowledgeable of Tier 1 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas including such responsibilities as basic data collection and analysis, fieldwork, program planning, outreach activities, programmatic support, and other organizational tasks.

Thorough knowledge of related industry, organization and department policies, practices and procedures; related industry, organization and departmental legal guides, recommendations, best practices, ordinances and laws; Nurse Practices Act; Health Insurance Portability and Accountability Act (HIPAA); Medicare and Medical Assistance rules and regulations; Health Plan rules and regulations; core functions and essential services of Public Health; current public health nursing principles and processes; prescribed treatments and medical interventions; population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services; chart documentation requirements, medical record forms; State and Federal laws that govern release of health care information, and patient consent; the Omaha System; client assessment reports, biohazards, emergency preparedness reports, timesheets, mileage reports and letters; standard office equipment and nursing equipment; standard office software; public health nursing programs and applications. General knowledge of vehicle and home modifications; human systems, anatomy and physiology, epidemiology, and basic pharmacology; scope of nursing practice, OSHA, health care systems and community resources. Skill in written and oral communication, patient advocacy, and working independently. Ability to make arithmetic computations using whole numbers, fractions and decimals; compute rates, ratios and percentages; to effectively monitor and document the client's treatment process and response; and to refer to appropriate providers as indicated. Ability to establish and maintain effective working relationships with vendors, service providers, state and federal agencies, citizens, associates, and the general public. Ability to maintain confidentiality.

## Education and Experience

Bachelor's degree in nursing and one to three years of experience in community or acute care nursing. Registered Nurses with Associates/Technical degree in nursing and three to five years of experience in community or acute care nursing may be considered only when circumstances make it difficult or impossible to hire a Bachelor's degree nurse and the Registered Nurse meets the minimum program requirements of the position for which he/she is being hired.

## Physical Requirements

This work requires the regular exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and secondhand smoke; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Current Public Health Nurse Certification or eligible for certification within three months of hire Current unrestricted Minnesota Registered Nurse License Upon employment or within six months of hire training in AWAIR, CPR, Employee Right to Know, NIMS, bloodborne pathogens, TB/respiratory protection, Emergency Action Plan, HIPAA, Data Practices and fire training. Valid driver's license in the State of Minnesota.

Last Revised: 1/26/2014