



# BAKER COUNTY

## POSITION DESCRIPTION

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### **COMMUNITY HEALTH NURSE**

<b>DEPARTMENT</b>	HEALTH
<b>SALARY RANGE</b>	17
<b>BARGAINING UNIT</b>	SEIU
<b>EXEMPT</b>	NO
<b>REVISION DATE</b>	2019
<b>PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:</b>	JOB HISTORY, CRIMINAL HISTORY, PERSONAL REFERENCES, EDUCATION & DRUG TEST
<b>Signature &amp; Date:</b>	

### **INTRODUCTION**

This classification provides skilled public health nursing services at a variety of clinic and community settings in these program areas: parent and child health, nutrition, family planning, communicable and chronic disease. The community health nurse assesses needs of individuals, families, groups, and determines a plan to meet those needs, implements the plan, and then evaluates the results. The emphasis is on promotion of health and prevention of disease. The community health nurse frequently is the primary health advisor to a family.

### **EXAMPLES OF PRINCIPAL DUTIES**

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Performs skilled public health nursing services to clients referred through County programs, community agencies, physicians, hospitals, and self-referral in areas of parent and child health, nutrition, family planning, communicable and chronic disease. Interview client, family, and others; assess needs, environment, and existing treatment; plan and administer treatment and medication, monitor results. Counsel clients in preventative care, health education, and promote physical and emotional health and prevention of disease. Refer clients to other health resources as needed.
2. Provide public health nursing services to schools and parents in health screening, immunizations, and health education classes. Provide first aid for playground injuries.
3. Coordinate family planning program. Educate and counsel clients regarding birth control and healthy behavior.

4. Prepare and teach educational classes to individuals, families, agencies, community groups, and professionals on appropriate health related topics.
5. Establish and maintain client record keeping, as well as other departmental record keeping.
6. Independently provide nursing treatment in the absence of pathology. In the presence of pathology, provide nursing treatment with physician collaboration. Provide medical treatment under protocols established by Health Officer.
7. Represent community health services in the community and advisory group meetings, schools and public agencies to promote community health and interpret policy and procedures.

### **KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION**

Knowledge of: Thorough knowledge of professional nursing theories, principles, practices, and procedures as applied to community health nursing services; considerable knowledge of medications provided through community health services; considerable knowledge of laws regulating public health nursing functions.

Skill in: Interviewing and counseling techniques; planning and implementing immunizations; relating to a wide variety of people.

Ability to: Communicate effectively in both oral and written forms; utilize screening and assessment skills to assess levels of wellness, determine plan to meet needs, implement that a plan and monitor the results; plan/consult with physicians, source agencies, families of clients and community; to establish and maintain records, reports, and statistical data; adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; maintain confidentiality; make decisions independently in accordance with established policies and use initiative and judgement in carrying out tasks and responsibilities; courteously meet and deal effectively with employees, physicians, public agencies, vendors, consultants, advisory groups, committees, students, clients and families to provide skilled care, treatment, and counseling and to exchange information and provide education and consultation.

### **QUALIFICATIONS**

Minimum: Associate's degree in nursing with course work emphasis in public health and progressively responsible work experience in a public health setting.

Preference: Prior public health nurse education/experience.

Special Requirements: At time of appointment, must possess or have the ability to obtain a current Oregon Registered Nurse License and valid Oregon driver's license within 90 days of hire and maintain throughout employment.

### **SUPERVISORY CONTROLS OR THIS POSITION**

This classification works under the guidance of the community health services manager. The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. Work is accomplished within a broad framework, with authority and responsibly in area of service. Periodic reviews of work performance are conducted in terms of expected results.

## **GUIDELINES**

Work is performed within established department policies, procedures, protocols, orders, federal, state, and county statute, rules, regulations, resolutions and ordinances; personnel rules; bargaining unit contracts; various administrative and medical reference books, and Nurse Practice Act. Available guidelines may not completely apply to every situation encountered. Nurse uses considerable judgement in interpreting and adapting guidelines to special situations and contributes to modification of existing guidelines by recommending changes or adapting guidelines to problems encountered.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is performed in both an office and clinic environment and does involve bending, color identification, gripping with hands and fingers, hearing alarms and voice conversations, keyboarding, kneeling, occasionally lifting up to 34 pounds, reaching, sitting, standing and walking. In clinic settings, employee shares common exposure to contagious disease. A considerable amount of driving is required.