

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PUBLIC HEALTH NURSE II
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS

CLASS CODE: 48225
FLSA STATUS: N
DATE: 10/03

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, provides comprehensive public health nursing services in the prevention, detection and control of diseases and the promotion of health in a variety of settings (communities, homes, clinics, office and interagency meetings, etc.). Performs case management, determines medical eligibility for funds per specific guidelines. Provides education, instruction, information, and guidance concerning medical needs and assistance with social issues. Collaborates with other intra and interagency personnel, acting as an advocate for clients and their families and providing assistance to access needed health, social, educational and related services.

ESSENTIAL JOB FUNCTIONS: *(This class specification may not include all the duties listed, nor do the examples cover all the duties that may be performed.)*

Provides comprehensive public health nursing services to individuals and families; assists individuals and families in carrying out recommendations made by the health officer or their physician; assists individuals and families in recognizing their health/social problems and refers them to the appropriate resources for care.

Participates in the operation of public health clinics by interviewing and counseling patients, performing diagnostic tests, giving prescribed treatment, recording data and making necessary referrals.

Provides case management for clients i.e., confers with physicians and other professionals concerning the condition and treatment of clients, coordinates services with other social and/or health agencies, and makes referrals when appropriate/necessary; determines eligibility for ongoing medical services; participates in medical case conferences to coordinate medical service needs and program benefits; makes appointments or clinic visits for coordination of care and to act as patient advocate; conducts monthly face-to-face contacts and collaborates with schools, social services, law enforcement, and community health agencies.

Provides guidance in the solution of problem cases encountered by nursing staff, paraprofessional health workers, and auxiliary staff.

Trains nursing staff, paraprofessional health workers, and auxiliary staff in job skills, directs work, makes performance related recommendations and reports problems to the supervisor.

Conducts provider orientation programs and/or teaching presentations for physicians, public health nurses, school nurses, hospital staff, and other community agencies.

Assists in preparing project and grant proposals, budgets, scopes-of-work, implementation plans, evaluations, reports, records and correspondence; assists in the development and implementation of program by developing budgets, writing grant proposals, compiling statistics and consulting with funding agencies on program planning.

Provides guidance and expertise in epidemiologic investigations in home, school, or community.

Documents all contacts with clients; completes required assessment reports and computer reports, time studies and billing sheets associated with client activities and visit billing; provides expert witness testimony in court when required or by subpoena.

Participates in interagency meetings to identify service needs and community risks to and identify resources or training that will improve program delivery.

Attends and leads staff meetings for program update, planning and case conferencing.

Maintains and enhances knowledge of public health concerns through attendance at workshops, meetings, specialty clinics, protocols, journals and classes.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Blood Pressure Cuff	Stethoscopes	Centrifuge	Lancets	Scales
General Office Equipment	Syringes	Vehicle	Hemoque	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in nursing from an accredited four-year college or university; and,

One year of public health nursing experience; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

California Registered Nurse

California Public Health Nurse

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The principles of public health and human services.

Applicable state, federal and local ordinances, laws, rules and regulations.

Nursing process including assessment, nursing diagnosis, identification of client needs, planning and development of individual service plans, implementation and evaluation.

Perinatal, infant, child, and adolescent growth and development, nutritional needs, immunization, sexually transmitted diseases, education, social services and other support services

Causes, control, and care of chronic and communicable diseases and illnesses, handicapping conditions, mental illness and other disabling conditions.

Environmental, sociological, and psychological problems encountered when working with families where a member has a chronic and/or communicable disease.

Administration of immunizations and tests and their possible side effects and complications.

Evaluative and screening tests for development, growth and function of clients.

Principles of teaching and learning.

Basic public health nursing and health maintenance education.

Community resources related to public health nursing.

Ability and Skill to:

Provide comprehensive public health nursing services.

Train staff in area of assignment.

Counsel and assess client risks.

Use tact, discretion, initiative and independent judgment within established guidelines.

Manage difficult clients and dangerous situations.

Communicate clearly and effectively, both orally and in writing.

Recognize and appropriately act in response to normal and abnormal behavior patterns.

Recognize and act appropriately in response to indications of child abuse and neglect, domestic violence, substance use and abuse.

Utilize computer applications and hardware related to performance of the essential functions of the job.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Write clear and concise narrative reports, correspondence and other written materials.

Communicate effectively with people from a variety of cultural backgrounds.

Provide clinical oversight of professional, paraprofessional, auxiliary staff, volunteers and student nurses.

Work cooperatively and effectively with others, observing proper safety precautions and procedures.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Working Conditions: *(Essential duties require the following physical skills and work environment.)*

While performing the essential functions of this job the employee is occasionally required to sit, use hands to finger, handle or feel, lift and/or move up to 50 pounds.

Specific vision abilities required by this job include: close vision, ability to discriminate between colors, and ability to adjust focus.

While performing the duties of this position, the employee is required to regularly speak and listen.

While performing the duties of this position, the employee works indoors, in client homes and other field locations and is exposed to outside weather conditions while traveling to and from locations.

The noise level while performing these duties is generally moderate.

While performing the duties of this position, the employee is exposed to infectious diseases.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.