

**SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION
Public Health Nurse**

<u>JOB FAMILY</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Nursing	C41	Non-Exempt/Exempt

CLASS SUMMARY:

This is the only class in a **Nursing Series** devoted to providing clerical and clinic support and office coordination. Incumbents, as assigned, perform health screenings in a clinic or home setting; educate clients concerning health issues and treatments/medications; provide referral resources; assess and evaluate health needs of clients; administer vaccines and tests; conduct case management of clients; investigate disease cases; complete and maintain health documents and records; and coordinate additional health resources.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.

Performs health screenings and assessments of clients in a clinic or home setting; works collaboratively with other health care providers, physicians, community partners and/or team members in addressing health needs, care plans and/or program services.

Provides education and program information based on client needs; provides resource referrals to address service needs; may perform community outreach activities to promote assigned program or service area; evaluates educational opportunities and makes recommendations for communication program improvements.

Documents and maintains health care records; gathers medical records and assembles charts or applicable documentation; updates database information; and prepares forms and reports.

Coordinates service scheduling and required resources; participates in stakeholder meetings; and participates in program evaluation and quality assurance processes.

Assists in administrative duties such as ordering and maintaining inventory and supplies, data entry, and general office coordination and support, as needed.

Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.

Performs other duties of a similar nature and level as assigned.

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Communicable Diseases, Sexual Health and Immunizations may be responsible for:

- Assessing the immunization status of clients;
- Administering vaccines;
- Educating clients and caregivers regarding immunization importance, schedules, potential side effects and after care;
- Work within the clinic performing STI screening, follow up and treatment, birth control counseling and administration;
- Administering and evaluating tuberculosis skin tests;
- Monitoring, analyzing, and interpreting disease surveillance data within State reporting system;
- Investigating individual disease cases, clusters, and outbreaks of public health importance including conducting case interviews and field investigations.

Positions assigned to HCP Care Coordination may be responsible for:

- Serving as a resource to health care providers who provide care for children and youth with special health needs;
- Providing care coordination for client access to pediatric specialty care and clinics;
- Providing ongoing care and resource coordination working with clients, physician, care providers and community partners.

Positions assigned to Nurse Navigator may be responsible for:

- Monitor confirmed cases to ensure compliance with Quarantine or Isolation guidance
- Follow up with confirmed case and contacts to collect recovery details, updating data tracking systems regularly;
- Refer confirmed cases and contacts, as needed, to community resources
- Collaborating with Case Investigation/ Contact Tracing team members;
- Complete daily monitoring of self reported symptom tracker database.

Positions assigned to Parents Plus may be responsible for:

- Providing nurse case management and home/office visit services with a focus on parenting, health needs, health care access and preventative care to eligible clients;
- Developing individualized care plans which may include goal prioritizing, action planning, and identifying family participation incentives;
- Coordinating and facilitating health and wellness classes.

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Positions assigned to Infection Prevention may be responsible for:

- Working with CDPHE Healthcare Associated Infections team to develop locally relevant tools for outbreak investigation as needed;
- Participating in training in infection prevention and control specific to long-term care facilities;
- Communicating regularly with local partners to share best practices in infection prevention and control;
- Learning how to conduct Infection Control Assessment and Response (ICAR) assessments
- Investigating individual disease cases, clusters, and outbreaks of public health importance including conducting case interviews and field investigations.

TRAINING AND EXPERIENCE:

Licensure as a Registered Nurse in the state of Colorado and one year of nursing experience.

Bachelor's degree in nursing (based on assignment).

Minimum of two years experience in maternal/child health, public health, or mental/behavioral nursing (based on assignment).

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LICENSING/CERTIFICATIONS:

- Registered Nurse License in the State of Colorado.
- CPR certification.
- Valid Colorado Driver's License.

WAGE SCALE RANGE:

- \$24.51-\$36.77

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KNOWLEDGE OF:

- Public health nursing principles, procedures and techniques.
- Public health functions and services.
- Principles and practices of health assessment and prescribed treatment.
- Medical records documentation requirements.
- Principles and applications of critical thinking and analysis.
- Best practices, trends and emerging technologies.
- Principles and practices of program administration and management.
- Principles and methods of qualitative and quantitative research.
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Specialized equipment relevant to area of assignment.
- Modern office technology.
- Health Insurance Portability and Accountability Act.

SKILL IN:

- Providing health assessments, screenings and licensed nursing care.
- Identifying client needs and providing resource referrals.
- Providing health care and preventative care education and outreach services.
- Collaborating with care providers, team members and community to provide optimum services.
- Researching industry trends, solutions and best practices.
- Exercising confidentiality.
- Compiling and sorting data and articulating issues and recommendations.
- Gathering data, analyzing findings and applying logic and reason.
- Coordinating deadlines and prioritizing competing demands.
- Documenting and maintaining health records in accordance with standards and requirements.
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).
- Providing customer service.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects including the human body.

Working Conditions:

Work is performed in both the field and in an indoor office environment with frequent exposure to hazardous materials (such as chemicals, blood and other body fluids); moderate exposure to environmental conditions (such as disruptive people, imminent danger, or threatening environment); and moderate exposure to intense noise and travel.

Emergency Preparedness:

Must participate from time to time in Disaster Preparedness and emergency events.

NOTE:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

CLASS HISTORY INFORMATION:

- Date: (03/2017)
- Added wage pay range (05/2019)
- Removed NFP NHV job duties (5/2019)
- Updated Communicable disease, Sexual Health, Immunization specific job duties (8/2020)
- Added IP nurse specific job duties (8/2020)
- Updated Nurse Navigated specific job duties (8/2020)

Approved by:

(Supervisor – Signature)	(Title)	(Date)

Reviewed by:

(Human Resource Director – Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand

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and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.

- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)