



Public Health Nurse

Classification

Non-Exempt

Department/Division

Health Department

Reports to

Public Health Nurse Supervisor and/or Health Officer/Director

Summary/Objective

Public Health Nurses carry out the core functions and essential services of public health using knowledge from nursing, social and public health sciences to protect and promote the health of populations.

Essential Functions

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

- Provides general public health nursing care for individuals and families through home, office, or telephone visits utilizing the nursing process
- Provides screening, referral and follow-up for identifying health needs
- Provides health counseling and education in a variety of community settings
- Documents all public health nursing activities
- Coordinates public health nursing care with other health care providers and allied health personnel
- Provides appropriate prevention and control of communicable diseases through education and intervention to protect the health of the community
- Plans, organizes, implements, and evaluates public health clinics
- Coordinates assigned public health programs, grant activities, and portions of the community health improvement plan
- Participates in public health emergency preparedness planning, response and recovery
- Participates in community assessment and the development of community health improvement plans
- Participates in health related community partnerships
- Assists in the collection of data for statistical information
- Participates in staff development programs and ongoing education to maintain an up-to-date knowledge of public health issues and current nursing practices
- Collaborates on environmental health and human health hazard situations



- Coordinates volunteers in health department activities
- Assists on a 24/7 basis in response to public health emergencies

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills
- Presentation Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus

Language and Reasoning Abilities:

- Ability to read, analyze, and interpret common scientific journals and legal documents.
- Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the public.
- Ability to effectively present information to top management, public groups, and/or elected officials.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in and deal with several abstract and concrete variables.

Knowledge, Skills and Abilities:

- Knowledge of the theory, techniques, practices and standards of professional nursing.
- Knowledge of public health programs including nursing, environmental health, communicable disease, and emergency preparedness.
- Knowledge of legal environment and constraints associated with the provision of public health services.
- Ability to function independently and make decisions based on public health regulations and requirements.
- Ability to maintain records and prepare reports.
- Effective oral and verbal communication skills.
- Ability to understand and consistently follow directions based on health department policies and procedures.
- Ability to establish and maintain effective working relationships with the public, community groups and state and regional public health agencies.
- Ability to use standard office equipment, i.e., personal computers and related software.
- Ability to prioritize projects and time.
- Skill in the administration of immunizations and the use of screening equipment.



- Ability to work flexible hours and/or days per the currently collective bargaining agreement.

Mathematical Skills

- Ability to read and understand statistical materials.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Position Type and Expected Hours of Work

This is a full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Evenings and weekends as needed.

Travel

Travel is primarily locally during the business day. Occasional travel for training and seminars outside of the city.

Required Education/Training and Experience

Bachelor of Science Degree in Nursing, or equivalent, or other accreditation as indicated in DHS 139.08 with current licensure as a Registered Nurse in the State of Wisconsin.

Preferred Education/Training and Experience

Bachelor of Science Degree in Nursing, or equivalent, or other accreditation as indicated in DHS 139.08 with current licensure as a Registered Nurse in the State of Wisconsin. Previous Public Health Nursing experience preferred. CPR certification desirable.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:

Excellent interpersonal/communication skills. Possession and maintenance of a valid Wisconsin driver's license. Ability to deal diplomatically with the public and other city departments. Must have the ability to be bonded.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to contagious diseases and to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually quiet.

Equipment Used:

General medical equipment, such as stethoscope, sphygmomanometer, otoscope, audiometer, first aid equipment, syringes, bandages, etc; computer, copy machine, telephone, fax machine, cell phone.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages and benefits are determined by the existing Non-Represented Resolution.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.