



PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS:

Jurisdiction Class:	Competitive (Full-Time) Non-competitive (Part-time)
Civil Division:	Yates County
Adopted by PO:	9/3/14
Revised by PO:	5/13/16
Revised by PO:	8/22/17
Revised by PO:	9/6/17
Revised by PO:	2/22/19
Revised by PO:	10/15/2021

This position involves responsibility to provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Public Health nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the program or issues involved. Work is performed under the general direction of the Deputy Director of Public Health or Director of Public Health and in accordance with the New York State Nurse Practice Act. Supervision may be exercised over Registered Professional Nurses, Licensed Practical Nurses and General Support Staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only):

Assesses the health status of those served and their related determinants of health, and uses this knowledge to educate, inform and make referrals as appropriate;

Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;

Develops demographic, statistical, programmatic and scientific presentations, brochures and products;

May teach classes, address or facilitate groups and participates in community partnerships to promote population health;

Participates and/or leads program planning, implementation and evaluation;

Reports program performance and completion of work plan objectives;

Participates in the conduct of surveys and assessments related to health matters;

Compiles and uses records, reports and statistical information for planning and evaluation of public health programs;

Participates in or leads quality improvement projects;

Investigates reports of communicable disease and infection;

Completes and maintains activity records, patient files, and program records in compliance with Nursing Standards, Grant requirements, and NYSDOH regulations;

May perform skilled nursing care, administer immunizations and biologics, and perform procedures such as venipuncture and specimen collection and shipment for patients in the community setting and in clinics;

May provide nursing oversight to Registered Professional Nurses and Licensed Practical Nurses in the administration of immunizations, biologics and the performance of uncomplicated procedures such as venipuncture;

Coordinates plans for service with other professionals concerned with the individual or family including but not limited to physicians, nurses, physical, occupational and speech therapists, nutritionists and social workers; from both within the department and outside of the department;

Participates in emergency preparedness planning and response efforts;

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the current principles, practices and techniques of public health nursing; Good knowledge and understanding of the principles of Public Health Sciences (biostatistics, epidemiology, environmental, social & behavioral health);

Working knowledge and ability to perform duties in accordance with nationally adopted Core Competences for Public Health Professionals;

Working knowledge and ability to follow public health laws, regulations and policies;

Good analytic & assessment skills necessary to participate in community health assessments; Good program planning and evaluation skills;

Good cultural and linguistic competency;

Ability to adhere to ethical principles in the collection, maintenance, use and dissemination of data & information;
Ability to follow technical oral and written instructions and to make sound professional judgments;
Ability to plan and supervise the work of others;
Ability to effectively communicate in written, oral and electronic form;
Ability to establish effective working relationships with a wide variety of people;
Ability to operate a personal computer, utilize the internet, and common office software programs, including Word, Excel, Publisher, etc., and ability to learn proprietary software applications;
Ability to perform in a reasonable manner the essential functions of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Nursing; AND
- b) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

SPECIAL REQUIREMENTS:

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;
- b) Must be able to be fitted for, and wear a NIOSH 95 mask.
- c) One (1) year of full time or equivalent part-time paid experience working as a licensed Registered Nurse and/or experience working in public health is beneficial but not required.