Job Description
Public Health Nurse

Note: The following job description is not intended to be all-inclusive of duties, requirements, qualifications, etc of/for the position.

Overview: Provides for the preventive and therapeutic aspects of nursing care based on systematic assessment of patient and family needs. Evaluates effectiveness of the service given, functioning in collaboration with agency staff and other community workers. PHN will work in both Walsenburg and Trinidad Health Departments providing nursing services.

Supervision:
- Received: Public Health Nursing Supervisor and Executive Director

Essential Duties, Responsibilities, Functions, etc:
- Identifies the physical, social and emotional health needs of individuals and families through systematic assessment utilizing professional skills, health history, physical evaluation, and laboratory and other diagnostic tools.
- Develops a comprehensive care plan, based on the systematic assessment, involving the patient, family, physician, clinical nursing specialists and associates on the health care team.
- Implements the care plan by providing individualized nursing care and/or delegating appropriate functions to others on the health care team, and evaluates the quality and effectiveness of the services provided.
- Provides for continuity of patient care by appropriate referral and follow-up.
- Assists the family to accept and assume responsibility for providing and/or arranging for care and guidance toward self-care.
- Teaches and counsels individuals, families, and groups for the prevention of disease and disability and for maintenance of health.
- Identifies patients at risk for physical and emotional illness using observation and analysis of statistical reports and records.
- Participates in establishing priorities for service, and in evaluating the effectiveness of service programs.
• Assumes leadership in involving other professional disciplines in planning, coordinating, implementing and evaluating comprehensive health services.

• Assists Opioid/Substance use prevention work.

• Tracks clients’ paperwork when necessary by keeping in contact with local doctors.

• Maintains client charts and records.

• Community Wellness Screenings in the Bi-County

• Data Entry

Other Job Functions:

• Promotes public health within the communities.

• Participates in departmental emergency preparedness and response activities.

• Performs other related job duties as required.

Pre-employment Knowledge, Skills and Abilities:

• Knowledge of the practice of community health nursing.

• Knowledge of public health programs.

• Knowledge of the role of the professional nurse as team leader.

• Knowledge of inter-professional relationships in the implementation of programs.

• Knowledge of the use of community resources.

• Ability to provide skilled nursing care.

• Ability to set priorities and make judgments in regard to caseload management and level of skill appropriate for delegation of functions to associates on the health team.

• Ability to recognize the needs and concerns of people and to maintain constructive relationships in dealing with them.

• Ability to communicate effectively orally and in writing.

• Ability to accept and utilize supervision.

• Bilingual (English/Spanish) skills are preferred.

• Knowledge of office procedures including telephone etiquette, dealing with the public and confidentiality.
• Knowledge of and ability to use common office equipment, such as copier, fax machine and computer.

• Knowledge of acceptable educational skills to present program-related information to the general public.

Desired Education and/or Experience

• **Required Education:** Minimum qualifications require an RN with three years of experience in nursing preferred. Graduation from an accredited school of nursing required.

• **Desired Education:** A bachelor’s degree in nursing from an accredited school of nursing recommended.

Necessary Special Requirements:

• A valid State of Colorado driver’s license

• Must be able to provide personal transportation for work-related business

• Proof of current motor vehicle insurance

• Criminal background and motor vehicle check

• May be required to receive vaccinations for potential employee exposure to communicable diseases.

• CPR Certified. Health Care provider category level applies with two year certification required.

Licenses or Certificates:

• Colorado Nursing License

Unusual Demands:

Work is subject to recurring and inflexible deadlines and frequent interruptions; involves evening and weekend work hours. Out-of-town and overnight travel may occur. Employee may be on call to respond to emergencies.