

## Public Health Nurse Job Description

### **Distinguishing Features of the Class:**

The work involves responsibility for performing public health nursing duties in the County Health Department. The duties include assessment of health care needs of patients and communities, development of plans of care when appropriate, and implementation and evaluation of community health interventions including immunization and health clinics and health education. Public Health Nurses participate in community educational activities that promote awareness and support for improved health habits/ behaviors in the population.

### **Essential Duties and Responsibilities:**

- Counsels and guides individuals, families, and communities towards self-help and recognition and solutions of physical, emotional, and environmental health problems
- Teaches classes, addresses groups and participates in community planning related to population health
- Participates in the planning, implementation, and evaluation of surveys and studies related to community and population health matters
- Compiles, utilizes, and reports data for planning, implementing, and evaluation of assigned program(s)
- Manages assigned program(s) to comply with regulatory requirements and guidelines
- Aids in the prevention and control of communicable diseases
- Participates in immunization and Article 28 clinic activities
- Maintains records, prepares reports, and participates in quality improvement activities to include quality assurance, process improvement, and performance management for assigned program(s) and the department.
- Assists in the assessment of the health of the community; promotes the wellness of the individual, family, and community; participates in community activities and public relations, as needed
- May assist with writing clinical nursing public health policies and procedures
- May precept new staff, nursing students, and other students from allied professional health areas
- May play an active role in providing basic health care needs in the event of a public health emergency
- May be assigned to serve as a member of a Incident Response Team/ Disaster Recovery or similar public health response team which may include the development, implementation, and oversight of a 24/7 emergency response operation at remote locations

Revised: 2/2004, 10/2015

**Organizational Competencies:**

All OCPH employees are expected to ensure that the community is protected from disease and other public health threats and to empower others to live healthier, safer lives. In addition, all OCPH employees are to meet specified competencies in the following areas:

- Customer Focus: Ensure the health and safety of our community within their abilities and resources and treat the diverse customers with thoughtful listening and respect.
- Accountability: Be accountable for knowing the scope of OCPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- Equity and Fairness: Interact with clients, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.
- Occupational Health and Safety: Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgement in order to comply with departmental and county regulations.
- Emergency Preparedness: Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.

**Individual Core Competencies:**

Under general supervision the Public Health Nurse performs the following essential function within the framework of Ontario County Public Health Department's provision of the core functions and essential service of public health. The Core Competencies for Public Health Professionals (Core Competencies) are a consensus set of skills for the broad practice of public health, as defined by the 10 Essential Public Health Services. Developed by the Council on Linkages Between Academia and Public Health Practice (Council on Linkages), the Core Competencies reflect foundational skills desirable for professionals engaging in the practice, education, and research of public health. These competencies are organized into domains as follows:

*Domain 1: Analytical and Assessment Skills:*

- Make evidence-based decisions using data and other information
- Apply ethical principles on the use of data and information
- Advocate for the use of evidence

*Domain 2: Policy Development/Program Planning Skills:*

- Develop goals and objectives
- Monitor Trends
- Implement and evaluate policies, programs, and services
- Implement strategies for continuous improvement

*Domain 3: Communication Skills:*

- Assess literacy of populations served
- Communicate in writing and orally with linguistic and cultural proficiency
- Solicit input from the community
- Communicate to influence behavior

*Domain 4: Cultural Competency:*

- Understand the diversity in Ontario County
- Recognize the influence of population diversity on programs, policies, and services
- Address population diversity in policies, programs and services
- Assess the effects of policies, programs, and services on different populations

*Domain 5: Community Dimensions of Practice Skills:*

- Identify, collaborate and facilitate collaboration with community partners to promote the health of individuals, families and communities
- Engage community members and solicit their input for programs policies and services
- Collaborate in community-based participatory research

*Domain 6: Public Health Sciences:*

- Describe prominent events in public health
- Use public health sciences for policies, programs, service, and research
- Use evidence for policies, programs, and services

*Domain 7: Financial Planning and Management Skills:*

- Justify programs for the inclusion in budgets
- Use performance management system

*Domain 8: Leadership and Systems Thinking Skills:*

- Incorporate ethical standards of practice into all interactions
- Collaborate in developing a vision for a healthy community
- Advocate for the role of public health in population health
- Contribute to continuous performance improvement

Minimum Qualifications:

1. Possession of a Bachelor's Degree in Nursing from an accredited college or university;

**AND**

2. Possession of a licensure and current registration to practice as a Registered Professional Nurse in New York State.

Special Requirement for Appointment: Possession of a valid New York State Operator's license (drivers license) at the time of appointment, and maintenance of such license throughout the tenure of employment in the position. Meet requirements for controlled substances per county policy.

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Civil Service Classification: Competitive