



JOB DESCRIPTION

<i>Title</i>	Public Health Nurse III	<i>Created</i>	May 2012
<i>Department</i>	Public Health	<i>Revised</i>	
<i>Job Class</i>	A 18 O 3	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Oregon Nurses Association	<i>FLSA</i>	Non-exempt

Purpose

Includes Nursing services to individuals, families and communities and emphasize a holistic approach to Nursing services including concern not only for the physical needs but also the emotional and social needs, economic status, and cultural and educational backgrounds of the individual.

Preventive Nursing care is stressed in order to promote, maintain and restore good health. Under intermittent general direction, the Public Health Nurse III coordinates and oversees special public health projects and/or services; develops, monitors, evaluates and updates the provision of specific public health nursing services; plans strategies to address community health concerns.

Essential Functions

- Duties may include, but are not limited to the following - may perform any of the duties of the PHN I and PHN II classes in this job series, but distinguished by a primary focus on the duties listed below:
- Responsible for a defined service area in carrying out prevention, intervention and services for identified health concerns of individuals, families, communities and/or schools.
- Provides a communication link between service provision and overall community planning and development.
- Performs comprehensive holistic assessments, including assessing the needs of individuals, families and communities.
- Coordinates defined services; communicates and identifies community needs to health and human services leadership.
- Provides technical assistance to team members; guides, promotes and provides direct input into development of service delivery systems.
- Provides leadership in planning, organizing, coordinating and implementing a specific service delivery and evaluation process; links customer service, team activities and outcomes and evaluates effectiveness.
- Provides for integration and facilitation of patient services to meet client and community needs; identifies available or needed resources.
- Knowledge of sound Nursing principles and practices; practices of Public Health Nursing and current concepts of Public Health; teaching, interviewing, counseling and



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management techniques; organization and administration of public health programs; health care delivery systems on a federal, state and local level; typical community resources, facilities and services and their use; research methods.

- Ability to effectively direct the work of others; recognize the needs and concerns of people and maintain constructive relationships in dealing with them; participate in the identification of community health needs, health planning, and focus on the quality, distribution, delivery, and evaluation of public health Nursing services; provide direct comprehensive public health Nursing services; accept and utilize administrative direction and consultation; communicate effectively orally and in writing; prepare clear, concise and pertinent correspondence and reports. Follow all safety rules and procedures established for work areas.
- Maintain work areas in a clean, orderly and safe manner.

Other duties as assigned may include:

- Developing and implementing policies and procedures to comply with state regulations and assure safety of patients.
- Responsible for ordering and care of medical supplies, in-house pharmaceuticals and equipment; maintenance and calibration of equipment.
- Assist in coordination of health services students. May be asked to supervise, train and evaluate RNs and Medical Assistants in their various responsibilities.
- Function as a member of the team participating in coordination and development of programs, strategic planning and day-to-day operations.
- Assure compliance with regulatory agencies.
- Participate in fiscal management of the clinic.

Mandatory Qualifications

Graduation from an accredited college with a bachelor's degree in Nursing or Associate Degree in Nursing through a program accredited by the National League for Nursing, a three-year Nursing Diploma, AND; four years of experience as a Public Health Nurse. Requires ability to communicate effectively both verbally and ability to make decisions, work under stress and respond appropriately and rapidly in emergency situations. Ability to ensure confidentiality of information. Possession of or ability to immediately acquire Oregon Driver's License.

Desired Qualifications

Nursing experience in a leadership role (such as planning, coordinating and directing a clinic or program) is desirable. A master's degree in nursing, public health or related field may substitute for the required experience on a year-for-year basis and/or substitute for leadership role.

Physical Demands

Physical demands of the position are minimal involving moving books, files, equipment, etc.



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Working Conditions

Most duties involve usual clinic working environment with other duties occurring in the field including satellite clinics, correctional facilities and client homes depending upon the assignment.

Supervisory Responsibility

Supervision of other employees is not a typical responsibility of this position, yet may be delegated and compensated per contract.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.