

# Public Health Nurse

Dept/Div: HHS

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate professional work providing public health nursing services directed towards the prevention, assessment, risk reductions and health improvement of the community; analyzes health data, develops care plans; provides health education and advocacy; collaborates with community partners to promote community health; maintains patient and program activity records, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor.

## Qualification Requirements

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

## Essential Functions

- Performs comprehensive health assessments on individuals and families.
- Provides care coordination/case management, referral and follow-up to individuals and families; evaluates outcomes and plan effectiveness and make changes as necessary.
- Investigates, conducts surveillance, community outreach, screenings concerning communicable infectious diseases.
- Investigates complaints regarding environmental health problems and hazards; initiates enforcement and/or corrective action.
- Provides education and counseling as needed.
- Obtains patients consent forms; ensures patient confidentiality; maintains health records.
- Prepares documentation of patient assessments and intervention information into electronic database.
- Collaborates in the development and delivery of programs and activities to promote health and prevent disease.
- Participates on response teams to assist in minimizing, preventing and containing adverse health events and conditions resulting from communicable diseases, outbreaks, chronic diseases, environmental hazards and other issues.

## Knowledge, Skills and Abilities

Thorough knowledge of public health nursing principles and practices; thorough knowledge of public health services; thorough knowledge of treatments and medical interventions; thorough knowledge of healthcare technology, equipment, supplies and materials for medical treatment; thorough knowledge of chart documentation, medical records forms, state and federal laws regarding release of health care information and patient consent; thorough knowledge of factors influencing public health and health services; thorough knowledge of epidemiological data analysis and surveillance methods related to management of communicable and infectious diseases; thorough knowledge of research techniques and principals, quality improvement and performance management; ability to assess, diagnose, plan, provide intervention, evaluate and provide referrals; ability to collaborate and maintain working relationships with diverse populations and cultures; ability to effectively communicate both orally and in writing.

## Education and Experience

Bachelor's degree with coursework in nursing, or related field and moderate experience public health nursing, or equivalent combination of education and experience.

# Public Health Nurse

Dept/Div: *HHS*

FLSA Status: *Non-Exempt*

## Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, wearing a self-contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and communicable disease; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Public Health Nurse by the State of Minnesota  
Registered Nurse in the State of Minnesota  
Valid Driver's License