

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 14, 2025

PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing public health nursing activities in the assessment of health needs for the community, individuals, families and children to promote health and prevent disease. General supervision is received from the Director of Nursing Services – Public Health, a Supervising Public Health Nurse or other public health administrator with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides nursing care to patients in their homes and clinics per division policy and procedures;
2. Coordinates, plans, and administers community based health education programs as required by laws, rules, and regulations;
3. Provides preventive health care clinics, education, and seminars providing information, including but not limited to lead poisoning, sexual health, communicable disease and other health related diseases;
4. Provides for the continuity of patient care by promoting referral to appropriate community agencies;
5. Coordinates public health programs which involves acting as a liaison between New York State Department of Health (NYSDOH) representatives and local staff, communicating with medical offices and hospitals as it relates to specific programs;
6. Completes mandatory requirements and submission of grant funded programs;
7. Operates health department clinics adhering to policy, procedures, state regulations, while maintaining supplies, inventory, and providing nursing services;
8. Collaborates with county school districts and health care facilities;
9. Teaches classes, makes presentations, and participates in community planning related to nursing and health;
10. Participates in the conduct of surveys and studies related to health matters;
11. Completes and/or assists with the Community Health Assessment and Improvement Project;
12. Compiles and uses records, reports and statistical information for the evaluation and planning of the assigned programs;
13. Sets up and dismantles health clinics/fairs of supplies and equipment;
14. Makes home visits to provide nursing services to individuals, families and children;
15. Participates in planning, training, and providing services for community emergencies and disaster preparedness;
16. Maintains necessary records and reports;
17. When required, performs on-call duties and attends conferences

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern public health nursing and clinical practices; good knowledge of medical/nursing terminology and equipment; good knowledge of epidemiology and the epidemiological approach to health; working knowledge of the organization of community service agencies and facilities; skill in the application of current nursing procedures and techniques of patient care; basic computer skills; ability to plan and coordinate nursing care for individuals, families and groups; ability to oversee health care personnel assigned to assist with nursing care; ability to exercise sound professional judgment, use initiative and be resourceful; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to organize and maintain accurate records and files; ability to understand and empathize with the needs and concerns of others; willingness to be on-call; willingness to work after normal work hours and weekends; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation with a Bachelor's degree in nursing.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

- 1) License and current registration to practice as a Registered Professional Nurse in New York State.
- 2) Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job at time of appointment and for the duration of employment