



CLASSIFICATION NO. 721

Established: 9/92

Revised: 12/17

FLSA: Exempt

EEO: 2

## **COMMUNITY HEALTH NURSE, SENIOR**

### **CLASS CHARACTERISTICS**

Under direction, to lead the work of a team of nursing personnel and support staff within a health program or clinic; to perform a variety of nursing services in the home, clinics, schools and other institutions; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Community Health Nurse series is used with the Department of Health, Housing and Human Services for positions which provide direct patient care and treatment, promote good hygiene and health, and teach preventive and rehabilitative health care. Programs include health care treatment and referral, immunizations, prenatal care, family planning, nutrition education and counseling, and monitoring communicable diseases.

The Community Health Nurse, Senior is the advanced journey level in the series. These positions assist program managers with the coordination of program staff. Incumbents perform and lead the work of professional nursing duties and may recommend changes to program operations to improve the quality of patient care.

The Community Health Nurse, Senior differs from the Community Health Nurse which does not have lead work or staff coordination responsibilities. It also differs from the Public Health Program Manager which is responsible for planning, oversight and provision of health education and/or service delivery within a specialized public health program(s) and has full supervisory authority for staff within a health program.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assists in the coordination and operation of a health program or clinic; leads the work of assigned professional nursing staff; ensures staff coverage and services.
2. Participates in the hiring, orientation and performance evaluations of assigned nursing and support staff; provides advice and assistance in resolving work problems; recommends and provides continuing education and in-service training.
3. Reviews and oversees quality control standards for patient care; ensures compliance with professional standards and legal requirements; coordinates peer review and quality assurance process.

4. Conducts comprehensive health assessments; obtains medical histories and identifies symptoms of physical and emotional illness; performs diagnostic tests; implements treatment plans established by physicians; administers medications and immunizations; maintains patient charts and related records.
5. Develops and implements nursing care plans; coordinates with other health care workers to provide services; plans for continuity of patient care at home, work, hospitals, clinics and schools; makes referrals to medical, social and mental health agencies.
6. Provides health education and outreach to families, individuals and community groups; provides instruction and information on diseases, medical conditions and health maintenance, prevention and rehabilitation; provides consultation to community agencies.
7. Compiles and prepares records, reports and clinical statistics; assists in conducting epidemiological studies; creates teaching aids and presentation materials.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Principles, methods and procedures of nursing as applied to public health practice; causes, treatment, prevention and/or early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions; preventive medicine and sanitation; community nursing programs, including school nursing services and home nursing care; techniques of teaching preventive health care; sociological, psychological and physical problems affecting public health clients; program requirements, deliverables and regulations; community resources available for assistance in public health programs; office equipment, including personal computers and software programs.

Some knowledge of: Principles and techniques of supervision.

Skill to: Work cooperatively as a member of a professional health care team to provide effective treatment to patients; evaluate and implement nursing care plans; monitor patient progress toward established goals; analyze and evaluate social and psychological factors affecting clients; educate clients and their families to enhance their social, psychological and physical functioning; plan, coordinate and oversee the work of professional, paraprofessional technical and clerical support staff; communicate effectively, both orally and in writing; prepare and deliver presentations to the public, community groups and other health professionals; establish and maintain effective working relationships with other departments, agencies and the public; prepare and maintain accurate medical records; operate computer software and other office equipment.

### **WORKING CONDITIONS**

This position involves exposure to bodily fluids and routine contact with individuals who have communicable diseases.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- License to practice as a registered professional nurse in the State of Oregon.
- Basic Life Support (BLS) certificate

**PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/17