

**PUBLIC HEALTH NURSE
SENIOR PUBLIC HEALTH NURSE**

DEFINITION

To plan and implement public health nursing services to individual clients and the community at large through the provision of clinical services and counseling and through the promotion of community health and welfare; to develop, maintain and monitor various community health programs.

DISTINGUISHING CHARACTERISTICS

Public Health Nurse: This is the journey level class in the Public Health Nurse Series. Employees within this class are distinguished from the Senior Public Health Nurse by the performance of the less complex tasks and duties assigned to positions within the series and the level of supervision received.

Senior Public Health Nurse: This is the advanced journey level class within the Public Health Nurse Series. Positions at this level are distinguished from those at the journey level by the performance of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the journey level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Public Health Nurse: Receives general supervision from higher level management staff.

Senior Public Health Nurse: Receives general supervision from higher level management staff; provides supervision and/or leadership and coordination of activities of lower-level staff as assigned.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Public Health Nurse:

Provides public health nursing services to clients, including clinical care and counseling and public health instruction and education.

Prepares targeted case management assessment and develops service plans for clients; consults with colleagues, providers, other case managers or supervisors concerning cases; conducts home visitation as required; completes charting of client progress in medical records and all other documentation as required.

Makes referrals to other agencies and/or providers as appropriate.

Assists clients in accessing health and community services as needed.

Plans and coordinates agency and community planning meetings and area-wide meetings of program providers. Prepares meeting agendas and materials and agendas; makes logistical arrangements.

Gives presentations on programs and studies to providers and community groups.

Participates in community education, program outreach and public information / publicity activities.

Prepares quarterly and annual program reports related to assigned programs.

Prepares and presents medical record data for multidisciplinary case conferences.

Negotiates contracts with providers to conduct the scope of work for assigned programs.

Provides quality assurance review of providers' standards of care and fulfillment of program standards.

Compiles and maintains provider lists and resources directories.

Assists in the development and maintenance of program / client case documentation in computer databases; evaluates public health data using database.

Develops and distributes program outreach / health education materials to providers / community.

May provide guidance and oversight of student public health nurses as assigned.

Coordinates and/or participates in special programs and projects as assigned.

Performs general administrative/office work as required, including but not limited to copying and filing documents, preparing/typing documents, answering the telephone, faxing information, entering computer data, attending meetings, ordering supplies, maintaining office cleanliness, etc.

Performs related duties as assigned.

Senior Public Health Nurse (in addition to the duties of Public Health Nurse):

Receives reports of communicable disease cases; sets priorities for and conducts epidemiological investigations; arranges for treatment and follow-up as needed. Consults with physicians and infection control nurses in identifying source cases and additional contacts.

Develops, maintains and participates in various clinic services; schedules and supervises clinic staff as assigned.

Provides targeted case management to high-risk clients and families.

Provides comprehensive assessment, evaluation, counseling and referral for clients.

Develops protocols for multiple programs.

Orders and maintains quality control of state-provided vaccines.

Participates in budget planning and management.

Assumes duties of supervisor as directed in his/her absence.

QUALIFICATIONS:

Public Health Nurse::

Knowledge of:

Principles and practices of nursing as applied to public health practice and preventive medicine and sanitation.

Community aspects of nursing programs, including provisions for continuity of patient care, nursing services in school health programs, and nursing care in the home.

Preventive aspects, causes and means of transmission, and methods of control of communicable diseases.

Child growth and development and procedures involved in promoting maternal and child health.

Principles and purposes of public health programs.

Environmental, sociological, and psychological problems encountered in carrying out a public health program.

Principles and techniques of teaching, learning, counseling, outreach and interviewing.

Research methodology and statistics.

Current literature and trends in public health nursing, the work of other social and health agencies, and the functions of other professions as they related to public health nursing.

Principles of mental health.

Methods of medical case recording and report preparation.

Business letter writing and report preparation; English language usage, punctuation, spelling and grammar.

Modern office procedures, practices and technology, including the use of computers for data and word processing.

Ability to:

Learn and apply federal, state and local policies, procedures, laws and regulations.

Plan, organize and carry out community public health nursing activities.

Apply principles of epidemiology to a wide range of health and social problems.

Apply nursing processes of assessment, planning, implementation and evaluation in relation to the health of individual, families and the community.

Participate in research activities.

Work effectively with individuals and families to assist them in the satisfactory solution of health problems.

Apply scientific problem-solving approach.

Provide leadership in community health programming.

Secure the cooperation of, and work effectively with, individuals and agencies.

Analyze situations accurately and take effective action.

Maintain confidentiality as appropriate.

Prepare and maintain reports, records and logs.

Speak confidently and professionally before various groups.

Communicate clearly and concisely, both orally and in writing.

Senior Public Health Nurse: (In addition to the qualifications for Public Health Nurse)

Knowledge of:

Principles and practices of supervision and training.

Ability to:

Provide effective supervision and training as assigned.

Solve complex work-related problems.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Public Health Nurse:

Experience:

Two years of experience as a public health nurse in a generalized public health nursing program.

Training:

Completion of a university or collegiate program of study approved for public health nursing.

Senior Public Health Nurse:

Experience:

Four years of experience as a public health nurse in a generalized public health nursing program.

Training:

Completion of a university or collegiate program of study approved for public health nursing.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, a valid California driver’s license.

Possession of a valid license as a registered nurse and a valid certificate as a public health nurse in California.

	Public Health Nurse	Senior Public Health Nurse
Classification Code:	3333446	3343567
Bargaining Unit:	40	40
FLSA Status:	Y	Y
Workers’ Compensation Code:	9043	9043
Pay Table:	CNTY	CNTY
Range:	Refer to current “Class Range Sort List”	