



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 723.4

Job Title: **PUBLIC HEALTH NURSE IV**

Pay Grade: 22

GENERAL SUMMARY:

Performs supervisory, consultative, advisory and educational nursing work in the field of public health. Work may be related to general public health nursing or a specialized area.

RESPONSIBILITIES:

- Shares responsibility with other nursing staff members in the planning, coordination, and evaluation of the various public health nursing programs.
- Educates the community regarding public health services; may instruct specialized preventive health courses.
- Develops and conducts lectures and demonstrations on new techniques for nurses in public or private clinics.
- Participates in the orientation, training and guidance of new employees and nursing students.
- Coordinates public health services and training with other City agencies and services.
- Reviews, evaluates and develops public health care/nursing services for utilization within health center or community settings.
- Provides community liaison and referral services; disseminates public health information for outreach projects.
- Assists with developing clinical and administrative procedures and policies. May handle special projects as directed.
- Conducts and participates in Quality Assurance initiatives and auditing processes.
- Performs assessments, exams and specimen collection; administers/distributes medications to clients per established protocols; and consults with advanced licensed medical professionals to determine most appropriate plan of care.
- Verifies, reviews, and enters patient medical history and records on patients' diseases, operations, immunizations, assessment, treatment and other pertinent information in the electronic health record and databases.

SPECIFICATIONS:

KNOWLEDGE:

Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing is preferred.

LICENSE / CERTIFICATION:

Must be licensed to practice as a registered nurse (RN) in the State of Texas. CPR certification is required. RN **License** and **CPR certification** must be maintained and current for continued employment.

SPECIFICATIONS: (continued)

EXPERIENCE:

Four years of nursing practice or experience as a medical professional in a clinic or hospital setting are required.

A Master of Science degree in Nursing, a license to practice as a registered nurse in the State of Texas, in addition to one year of nursing experience may be substituted for the experience requirement.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors **in work** could lead to major expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, training needs, inventory. May have direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Public Health Nurse I
Public Health Nurse II
Public Health Nurse III
Public Health Nurse IV
Chief Nurse, RN
Public Health Nursing Chief

Effective: October 1990
*Revised: **October 2018***