



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 723.1

Job Title: **PUBLIC HEALTH NURSE I**

Pay Grade: 19

GENERAL SUMMARY:

Provides direct nursing care in a health center, mobile unit, hospital, or patient's home under the direct supervision of a Registered Nurse.

Under general supervision, the Registered Nurse I (New Graduate) assist in providing individualized, goal directed nursing care to patients and utilizing principles and practices of the nursing process.

RESPONSIBILITIES:

- Provides direct patient care.
- Interviews patients to obtain pertinent medical history.
- Counsels patients regarding good health practices.
- Administers and issues medications, tests, and immunizations.
- Compiles patient data; maintains patient files; prepares and submits scheduled reports.
- Makes referrals to community agencies and initiates follow-up.
- Assists with the follow-up of patients with abnormal laboratory results.
- Attends required in-services and workshops.
- Educates patients and community regarding services offered through Houston Health Department clinics.
- Conducts and participates in quality assurance activities and auditing processes.
- Interacts with other members of the health care team to achieve desired outcomes.
- Duties include physical assessment, vital signs recording, and data collection on client health history.
- Provides client education related to their diagnosis, reproductive life plan, medications, sexually transmitted diseases, immunization needs and nutrition.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.

SPECIFICATIONS:

KNOWLEDGE:

Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing is preferred; ADN (Associate degree in Nursing) is acceptable.

SPECIFICATIONS: (continued)

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.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic abilities in following guidelines, policies, and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. 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 involves routine information exchange and/or simple service activity which require moderate tact and cooperation.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases, and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

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 Date: October 1990

Revised: October 2018

Revised: November 2023