CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 723.2

Job Title: **PUBLIC HEALTH NURSE II**

Pay Grade: 21

GENERAL SUMMARY:

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

RESPONSIBILITES:

- Provides direct patient care and public health consultations.
- Interviews and counsels' patients regarding good health practices; makes referrals to other agencies whennecessary.
- Administers and issues medication, tests and immunizations to patients.
- Assists with patient follow-up.
- Compiles patient data, maintains patient files.
- Assists with orientation and training of new employees and nursing students.
- Educates patients and community regarding services offered through City Health Department clinics.
- 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.
- Conducts and participates in quality assurance activities and auditing processes.
- Work directly with at-risk populations.
- Carry out health promotion programs at all levels of prevention.
- Program planning, outreach activities, programmatic support, and other organizational tasks.
- 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.
- Attend required in-service and workshops.

SPECIFICATIONS:

KNOWLEDGE:

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

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:
One year of registered nursing practice is required.

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

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 generally 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 governmentagencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40pounds) 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
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