CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 723.3

Job Title: **PUBLIC HEALTH NURSE III**

Pay Grade: 23

GENERAL SUMMARY:

Under general supervision provides direct nursing care and health nursing services in a health center, mobile unit, hospital or patient's home. Coordinates nursing activities and assists with planning and administration.

RESPONSIBILITES:

- Coordinates the health care activities of nursing teams, including staff assignments and work schedules.
- Provides direct patient care and public health consultations.
- Interviews and counsels patients regarding good public health practices; makes referrals to other agencies when necessary.
- Administers and issues medication and immunizations; administers and evaluates tests; performs physical assessments.
- Maintains and reviews records of referrals.
- Participates in the orientation, training and guidance of new employees and nursing students.
- Assists in planning and coordinating public health care/nursing services within health centers or community settings.
- Ensures follow-up of patients with unsatisfactory or abnormal laboratory reports.
- Prepares and submits required reports and maintains clinical supplies in work area. Performs quality assurance activities. May be required to make home visits to patient's home or worksite.
- 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.
- Attends required in-service and workshops.
- Conducts and participates in quality assurance activities and auditing processes.
- Works directly with at-risk populations.
- Carries 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.

RESPONSIBILITES: (continued)

- 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.

- Attends required in-service and workshops.

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.

EXPERIENCE:
Two years of registered nursing practice is required.

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 moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
No 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 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 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
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