



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 723.4

Job Title: **PUBLIC HEALTH NURSE IV**

Pay Grade: 24

### **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:**

- Program implementation, management, and supervisory responsibilities, including responsibility for clinical services, home visiting, community-based and population-focused programs.
- Assists with orientation and training of new employees and nursing students.
- Implementation and oversight of personal, clinical, family focused, and population-based health services.
- Provide support for program and budget development.
- Establishing and managing community relations.
- Establishing timelines and work plans, and presenting recommendations on policy issue.
- 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.
- Supervises the management of patient care utilizing critical thinking and nursing process, resource identification, linking patients with required services, monitoring care delivery, advocating for the patient, care planning and evaluating outcomes.
- Provides client education related to their diagnosis, reproductive life plan, medications, sexually transmitted diseases, immunization needs and nutrition.
- Delegates appropriately and coordinates duties of healthcare team members.
- Serves as back-up for Chief Nurse.
- Attend required in-service and workshops.
- Performs other job-related duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

Three years of registered nursing experience required.

## **SPECIFICATIONS: (continued)**

### **SUBSTITUTION:**

A Master of Science degree in Nursing may substitute for two years of the experience requirement.

### **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.

### **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 fourreams 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 Date: October 1990*

*Revised: October 2018*

*Revised: November 2023*