



CLASS SPECIFICATION

Class Title:	Community Health Nurse I/II/III	Class Code:	I - 5560	Grade:	20
Department:	Health		II - 5565		21
FLSA:	Non-Exempt		III - 5570		22
		Eff. Date:	01/01/1986		
		Revised:	06/14/2017		

GENERAL PURPOSE

Under the general supervision of a Division Director or Bureau Manager, provides professional Registered Nurse services and case management to assigned clients in a variety of sites, including clinical, community, home, and/or infectious disease/epidemiological setting.

EXAMPLE OF DUTIES

Provides comprehensive nursing and case management services to assigned clients and programs in clinic settings, community locations, schools, and in private homes. Services include assessment, diagnosis, teaching, counseling, and prevention services to individuals, families, and groups to promote the health and well-being of Davis County residents.

Promotes and supports Health Department infrastructure, programs, and activities.

Applies established standards of practice, nursing knowledge, and Department policies, procedures, and processes.

Assesses health needs and priorities utilizing appropriate assessment tools.

Investigates and monitors reports of communicable diseases. Coordinates efforts with physicians, school personnel, and others regarding spread and treatment of illness. Provides nursing services, education, and instruction to clients, complying with applicable public health laws. Performs phlebotomy, injections and other medical procedures when indicated.

Provides health assessments, education, and guidance to pregnant women, infants, children, and other clients.

Provides timely interventions, prioritization of assignments, and accurate, professional, medical-legal documentation. Ensures health information is secure, confidential, and maintained consistent with Department and legal requirements.

Prepares, analyzes, and submits professional reports, plans, and guidelines.

Monitors assigned work area's medical inventory, equipment, or goods, as assigned.

Assures provision of culturally competent services. Identifies high-risk populations and develops outreach activities and materials to meet needs of target groups and the general public.

Consults with State and local government/school officials and other community organizations regarding Division programs as assigned, and other matters related to health care service delivery. Collaborates with agencies to identify barriers to receiving health care and promote agency goals.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Community Health Nurse I: Graduation from an accredited nursing college or university.

Community Health Nurse II: Graduation from an accredited nursing college or university, plus **one** (1) year of full-time experience as a registered nurse. An acceptable combination of education and experience may be considered.

Community Health Nurse III: Graduation from an accredited nursing college or university, plus **two** (2) years of full-time experience as a registered nurse. An acceptable combination of education and experience may be considered.

Preferences for all levels:

- Bachelor's Degree in Nursing.
- Experience as a registered nurse for the Davis County Health Department or other public health agency.
- Fluency in both Spanish and English. Note: Fluency defined as proficiency in both languages as evidenced by the ability to verbally interpret *and* translate written documents from English to Spanish and from Spanish to English.

Career Ladder: This position is part of a career ladder job series (I/II/III). Incumbent in this classification may be eligible for career ladder advancement on his or her eligibility date after meeting the minimum requirements for the position, if recommended by his or her supervisor and approved by the department administrative officer.

2. Special Qualifications:

Must possess and maintain a valid and current Registered Nurse License issued by the Utah Division of Occupational and Professional Licensing.

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: nursing theory and practice; epidemiology; communicable disease control; sanitation; nutrition; safety; ethnic health and nutrition practices; public health based nursing practice and health education; and current health issues.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a

safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Skill in: using all applicable computer hardware (including laptops and projectors) and software programs and applications, including Microsoft Office products; using common office equipment including a multi-function copier, fax machine, multi-line telephone and 10-key calculator.

Ability to: apply knowledge of proper nursing theory and practices to specific conditions; provide skilled nursing care; create and maintain accurate medical records; set priorities and make sound judgments regarding case load; recognize community health needs and concerns of patients; develop and maintain constructive health care relationships in providing community health services; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, patients, community agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**