



JOB DESCRIPTION

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| <i>Title</i> | Public Health Nurse II | | | |
| <i>Department</i> | Public Health | <i>Job Class</i> | 17 0 3 | |
| <i>Driving Required</i> | Yes | <i>Safety</i> | Yes | |
| <i>Labor Union</i> | Oregon Nurses Association | <i>FLSA</i> | Non-exempt | |
| <i>Created</i> | May 2012 | <i>Reviewed</i> | Jan. 2023 | <i>Revised</i> July 2023 |

Purpose

This position coordinates and oversees special public health projects and/or services for individuals and families within the community, and provides public health related program support to outside agencies.

Essential Functions

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Perform comprehensive holistic physical, emotional, and social need assessments of individuals, families, communities, and schools in order to promote, maintain, and restore good health.
- Provide for integration and facilitation of patient services to meet client and community needs. Identify potential barriers to service accounting for economic status, cultural, and educational backgrounds.
- Develop, monitor, evaluate, and update the provisions of specific public health nursing services. Identify available or needed resources.
- Participate in, or coordinate internal and external stakeholder groups to identify community health needs, focusing on the quality, distribution, delivery, and evaluation of public health nursing services.
- Develop and coordinate prevention and intervention services and programs to address community health concerns.
- Guide, promote, and provide direct input and technical assistance to team members in the development of service delivery systems.
- Provide leadership in planning, organizing, coordinating and implementing a specific service/program delivery and evaluation process.
- Develop and implement policies and procedures both to ensure the safety of patients and compliance with local, state, and national regulatory agencies.
- Responsible for securing and ordering medical supplies and in-house pharmaceuticals for onsite and mobile health clinics. Perform maintenance and calibration of clinic equipment as required.
- Assist in the day-to-day operations, strategic planning, and fiscal management of the clinic.



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- Follow all safety rules and procedures established for work areas and maintain work areas in a clean, orderly and safe manner.

Required Education & Experience

Graduation from an accredited school of nursing with a diploma or from an accredited two-year college with an Associate's degree in nursing, OR graduation from an accredited four-year college or university school of nursing with a bachelor's degree in nursing. Must have a valid license to practice as a Licensed Practical Nurse (LPN) or Registered Nurse (RN) in the State of Oregon. Minimum of two (2) years' experience as an LPN or RN in a clinical, hospital, health care or public health facility/office.

Must possess and maintain driving privileges in the State of Oregon. Must possess unencumbered Oregon State Board of Nursing license. CPR certification required.

Knowledge, Skills and Abilities

- Knowledge of sound nursing principles and practices including current concepts and practices of Public Health nursing.
- Demonstrated knowledge/competency in the organization and administration of public health programs and health care delivery systems on a federal, state and local level.
- Ability to recognize the needs and concerns of individual clients and community partners.
- Skill and ability to communicate effectively both orally and in writing with a diverse group of users with the end goal of providing dedicated, and excellent customer service. Skill and ability to establish and maintain working relations with county staff, the public and outside agencies.
- Demonstrated ability to work well under pressure, manage competing deadlines, maintain confidentiality, and prioritize tasks according to departmental and county needs.
- Ability to create clear, concise and pertinent correspondence and reports.

Desired Qualifications

Nursing experience in a leadership role (such as planning, coordinating and directing a clinic or program) is desirable. A master's degree in nursing, public health or related field may substitute for the required experience on a year-for-year basis and/or substitute for leadership role.

Physical Demands

Physical demands of the position are minimal involving moving books, files, equipment, etc.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made



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to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Most duties involve a typical clinic working environment with other duties occurring in the field including mobile medical van. May be assigned required training and conferences.

Supervision Received and Exercised

Receives direction from Clinical Manager/Nursing Supervisor. Although supervision is not a typical responsibility, this position may exercise functional and technical supervision over staff in the Clinic Manager/Nursing Supervisor's absence.