



Community Health Nurse II

Class code: 502

Employee Group: SEIU

Salary Range: 28

I. Position Summary

Under general supervision, to perform a variety of duties including planning, implementing and delivering community health nursing services such as assessment, care delivery and counseling; to maintain records, manage program finances, maintain supplies and perform other administrative tasks as necessary; to perform related work as required.

II. Distinguishing Features

The Community Health Nurse II is an entry level class. This is an entry level classification in which employees perform a significant portion of the work assigned to the next higher level, but with more support and supervision than expected at the journey level. Tasks are performed within a procedural framework established by the supervisor and higher level employees. Once attainment of the Community Health Nurse III criteria is approved and the employee is performing their duties to an acceptable level of proficiency, the employee may be reclassified to the Community Health Nurse III position at the manager's and Human Resources' discretion. Employee may be expected to provide guidance to subordinate staff, volunteers, interns or other aides including monitoring nursing functions, progress and outcomes per the Oregon State Board of Nursing; however, guidance responsibilities are ancillary to the main intent and focus of the position.

III. Examples of Essential Position Duties

- Assesses individual and family health status; identifies health problems and performs nursing care in a variety of settings; demonstrates in-depth clinical judgment and skills within the scope of practice as permitted.
- Responds appropriately to emergency medical situations.
- Maintains accurate and up-to-date patient records and health program statistics; prepares records and reports
- Plans and implements nursing care in an established community health program, coordinating service delivery within assigned program area; assists with the implementation of new nursing projects; evaluates services on an on-going basis and recommends methods of improvement as necessary.
- Analyzes community health trends affecting assigned program or caseload.
- Develops health education plans and teaches and/or counsels individuals, families and groups about disease containment, treatment and prevention, family planning, nutrition and/or general health at the basic and complex level; acts as consultant to health care providers on community health issues in assigned program area; may serve on committees, boards and task forces as appropriate.
- Orders medical and office supplies as needed.
- Assists physicians with physical examinations and treatment as required.
- May provide guidance and/or leadership of subordinate staff members, volunteers, interns or other aides as assigned; assists in training staff members.
- May secure, administer and/or disburse grant funds or donations for special projects and operations.
- Performs general office/clerical duties as needed, including but not limited to typing reports and

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correspondence, copying and filing documents, answering the telephone, preparing mail, maintaining financial records, maintaining supply inventories, etc.

- Maintains certification through continuing education.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires extensive knowledge of the principles and practices of professional nursing and medical ethics; available medical and community health resources; medications and their side effects; medical record-keeping practices; safety procedures and protocol in medical treatment and the safe utilization of medical instruments and equipment; modern office procedures and practices. Position requires ability to interpret and apply state and local laws, policies and procedures related to community health and medical care; grasp readily the principles of public health program delivery; organize tasks and manage time effectively; work independently and as a team member; exercise initiative and good judgment in dealing with people from various backgrounds; understand and carry out precise, detailed instructions of a technical and professional nature; understand and use mathematics to compute totals and analyze statistics; operate office equipment including a computer and basic medical equipment; understand and carry out oral and written directions; read and understand medical reference manuals, equipment manuals, laws, laboratory reports, test reports, etc.; maintain medical records with confidentiality; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work, and to communicate effectively and sensitively with patients; perform duties professionally despite frequent interruptions; respond professionally and responsibly in emergency or dangerous situations.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A Bachelor's degree in nursing or healthcare administration
OR
- An Oregon RN with a Bachelor's degree in a field other than nursing or healthcare administration
AND two years public health nursing experience.
OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Licenses, Certificates and Other

Must be currently licensed by the state of Oregon as a registered nurse. Must have a valid Oregon driver's license with an acceptable driving record and CPR certification.

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Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert physical effort in sedentary to light work involving moving from one area of the office to another and standing for extended periods of time. May require sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment and people. Requires ability to operate medical instruments and machinery in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operation. Requires the ability to operate a motor vehicle. Tasks involve color, sound, odor, depth, texture and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions, but worker may frequently be exposed to illness and disease.

Working Environments

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. Requires sufficient hand-eye coordination to perform skilled movements, such as giving injections, taking blood samples, adjusting microscopes, etc., as well as semi-skilled repetitive movements, such as typing, filing and data entry and use of other office equipment or supplies. Tasks require occasional exposure to strong odors, strong chemicals, and communicable illnesses. Sensory requirements include color, sound, odor, texture and visual perception and discrimination as well as oral communications ability. Work is generally performed in an office environment but may include other locations, including patient's homes. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 4/15