



Class Code: 4-1216
FLSA: Non-Exempt
EEO: 4
Bargaining Unit: 4
Revised: 10/2020

COMMUNITY HEALTH NURSE, SENIOR

DEFINITION

Under general direction, plans, develops, and coordinates a special program(s) such as the HIV/AIDS Program or Communicable Disease Surveillance and Case Management, STD Surveillance, Immunization Assistance Program (IAP) Clinical Programs and Case Management, and the Tuberculosis Program; plans and conducts a variety of community health nursing services; promotes and preserves the health of the community; provides nursing services, health education, and health consulting services, including the prevention and control of diseases and the promotion of health awareness; provides lead direction, work coordination and training for other professional nursing and support staff; develops and administers a program budget; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey class in the Community Health Nurse series. Incumbents perform a wide scope of community health nursing duties as well as have responsibility for special programs such as the HIV/AIDS Program, HIV/AIDS Drug Assistance Program, Child Health Program, Immunization Assistance Program (IAP) Clinical Programs and/or Communicable Disease Surveillance and Case Management, STD Surveillance, and Case Management and the Tuberculosis Program.

This class is distinguished from the Community Health Nurse II in that incumbents provide lead direction, supervision, work coordination, and training for assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from the assigned supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Plans, organizes, and provides community health nursing services, health instruction, counseling, and guidance for individuals, families, and groups regarding the prevention of illness, disease control, health awareness, health maintenance, and rehabilitation.
- Identifies and interacts with local community care resources and/or school districts in providing mandated health screening for children.
- Develops, plans, and directs the use of health resources consistent with program goals and objectives.
- Provides referrals.
- Teaches and demonstrates health practices for individuals and groups.
- Coaches clients in sexually transmitted disease prevention and follow-up.
- Provides training in immunization procedures.
- Identifies individual and family concerns that are detrimental to good health.
- Works with families to alleviate health problems and promote good health habits.
- Refers and coordinates the care of individuals and families with other public and private agencies.

- Identifies special health needs for assigned cases, recommending and implementing services to meet those needs.
- Prepares appropriate records and case documentation, arranging follow-up services based on findings.
- Confers with physicians, nursing staff, and other staff regarding community health programs, patient reports, health evaluations, medical tests, and related items.
- Works with community groups in identifying community health needs, developing needed health services, and improving existing services.
- Orders and maintains clinic supplies, including immunization vaccines.
- Assists with the preparation and administration of a program budget.
- Monitors expenditures and revenues.
- Assists with the development, control, maintenance, and reporting for special grants.
- Compiles statistical information for program evaluation and planning purposes.
- May be responsible for coordinating special programs, such as HIV/AIDs Program, HIV/Aids Drug Assistance Program, Child Health Program, and Communicable Disease Surveillance and Case Management, STD Surveillance and Case Management, and the Tuberculosis Program.
- May make home visits to assess an individual's progress.
- May perform investigations in homes, schools, and the community.
- May consult with multi-disciplinary teams for the purpose of identifying and creating a plan of service for at-risk families.
- May develop procedures and protocols for an assigned program.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, practices, and current trends of general and community health nursing and preventive medicine.
- Community aspects of nursing, including community resources and demography.
- Federal, state, and local laws and regulations governing communicable diseases, public health, and disabling conditions.
- Environmental, sociological, and psychological problems related to community health nursing programs.
- Child growth and development.
- Unique psycho, social, and cultural issues encountered in a rural health program.
- Causes, means of transmission, and methods of control of communicable diseases.
- Methods of promoting child and maternal health and community health programs.
- Budget development and expenditure tracking.
- Cell phone usage.
- Principles of lead direction, work coordination, and training.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment and software applications.

Ability to:

- Provide lead direction, work coordination, and training, as assigned.
- Plan, organize, and carry out community health nursing activities in an assigned program.
- Develop and maintain public relations with clients, staff, community groups, and other government organizations.
- Analyze and conduct health assessment/problems and take appropriate action.
- Provide instruction in the prevention of diseases.

- Develop and maintain health records and prepare clear and concise reports.
- Communicate effectively, both orally and in writing.
- Use a cell phone at off-site locations.
- Deal tactfully and courteously with the public, community organizations, and other staff when explaining community health issues and providing community services.
- Regularly work well under pressure, meeting critical deadlines.
- Assist with the development and administration of program budgets.
- Assist with the development and administration of grants.
- Effectively represent the Health Services Department in contacts with the public, community organizations, and other government agencies.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, clients, and the public.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid license as a Registered Nurse in California.

Must be eligible for State Skilled Professional Medical Personnel (SPMP) classification as defined by 42 CFR PART 432.

Education and Experience:

Completion of sufficient education and experience to meet State of California licensing requirements.

Associate degree from an accredited college or university in Nursing, preferably including completion of an accredited public health nursing program.

AND

Two (2) years of community health nursing experience comparable to a Community Health Nurse II with the County of Lake.

Additional directly related experience and/or education may be substituted on a year-for-year basis.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion

of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.