

CLASS SPECIFICATION



CLASS:	Public Health Nurse Intern/Public Health Nurse	
ALLOCATION:	Health & Human Services	
FLSA STATUS:	Non-exempt	ESTABLISHED: Prior to 1990
UNION AFFILIATION:	YCEA	REVISED: January 2022

JOB SUMMARY:

Provides the full range of public health nursing services including teaching, health assessment, and counseling services in homes, clinics, schools and community centers in connection with the prevention and control of diseases and adverse health conditions; performs related work as assigned.

Public Health Intern is the intern level in the public health nursing class series. Public Health Intern is a recruiting and training level class established to qualify candidates for duties as a Public Health Nurse I/II in Yuba County Health and Human Services Department. Under close supervision, incumbents learn and perform a variety of public health nursing duties in assigned program areas while pursuing a Public Health Nurse Certification. Upon satisfactory completion of the Public Health Nurse Certification, the Public Health Nurse Intern are eligible for promotion to the level of PHN I. Incumbents who do not successfully complete the Public Health Nurse Certification as prescribed herein may be released from employment.

Public Health Nurse is the journey level in this class series. Initially under close supervision, incumbents learn and perform a variety of public health nursing duties in assigned program areas. As experience is gained, assignments become more complex and are performed under more general supervision.

CLASS CHARACTERISTICS:

This position reports directly to Supervising Public Health Nurse. This class is distinguished from the Senior Public Health Nurse in that the latter has programmatic responsibility and may provide lead direction of staff in addition to performing the full range of public health nursing duties.

EXAMPLES OF DUTIES:

Essential:

Public Health Nurse Intern:

- Participate on a health services team with other professionals and paraprofessionals in the delivery of public health nursing services.
- Provide professional instruction, counseling and guidance to individuals, groups and the community related to the prevention of disease and the promotion of health.
- Evaluate the health needs of individuals and special population groups; identify at-risk and/or vulnerable populations and those with symptoms of physical, mental or emotional problems; develop strategies to meet identified needs; ensure individuals or families are informed of available community programs and services and are assisted in the utilization of those services.
- Act as the patient liaison and advocate with medical services resources.
- Participate in the planning, operation and appraisal of a variety of public health clinics.
- Participate in epidemiological investigations in the home, school and the community.
- Participate in a variety of community screening, educational and related projects; address community and school groups related to public health programs.

Public Health Nurse:

- Perform case management activities which includes evaluating the health needs for individuals or special population groups and identifying the symptoms of physical, mental or emotional problems; provide referrals for individuals or families to medical providers, appropriate community agencies or other support services; follow up to ensure services have been obtained

and meet the client's needs.

- Develop plans for individuals and families to meet their health care needs, such as coping with care for a family member such as a child, spouse or parent.
- Recommend prenatal and post-partum nursing; provide family planning information and counseling.
- Assist in the preparation and presentation of community outreach programs for specialized programs and activities.
- Respond to public health emergencies and disasters as needed, utilizing the nursing skills authorized under their professional scope of practice.
- Update and maintains a variety of records, files and charts reflecting patient care activities, progress and results.
- Interview and instruct diagnosed and contact cases of communicable disease to promote cure and prevent contagion.
- Participate in the planning, operation and appraisal of a variety of public health clinics.
- Participate in a variety of community screening, educational and related outreach programs; conduct presentations, address community and school groups related to public health programs.
- Coordinate community health nursing activities with those of other County human service departments.
- Gather and compile data related to specialized health assessment and public nursing activities; analyze statistical information and prepare reports of findings.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintains accurate records and prepares periodic and special reports as required.
- Uses standard office equipment, including a computer, in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

Public Health Nurse Intern:

- Principles, practices of skilled nursing care in a variety of facilities and settings.
- Applicable laws, codes and regulations, including the California Nurse Practice Act.
- Principles and practices of health education, counseling, interviewing, instruction and history taking.
- Drug administration and effects on patients.
- Proper techniques for documenting services provided.
- Computer applications related to the work.
- Community and public agency resources available to clients served, including extended nursing care.
- Mandatory reporting responsibilities related to suspected abuse or neglect of children, dependent adults, and the elderly.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Public Health Nurse (in addition to the above):

- Principles, practices and techniques of providing public health nursing services including diagnosis, treatment, control and prevention of communicable and chronic illness, nutrition and its effect upon various age groups, normal growth and development, including aging and health guidelines for all age groups.
- Procedures involved in promoting maternal and child health.
- Information and treatment techniques related to symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Demographic, bio-statistical and data collection methods used in evaluating public health rules and regulations.
- Sociological and emotional problems in care of patients with long term-care of individuals.
- Basic techniques and methods used in training design, teaching and instruction for individuals

and groups.

Skill in:

- Performing nursing assessment and specified diagnostic tests and instructing others in continuing required treatments.
- Assessing normal health and behavior and developing, implementing and managing effective treatment plans
- Interpreting, applying and explaining laws, rules, policies, procedures and technical information.
- Communicating clear and accurate information regarding clients to physicians and other health providers.
- Preparing clear and accurate procedures, educational materials, reports, correspondence and other written materials.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Identifying cultural differences on community health care practices.
- Project management.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Interpreting explaining and applying complex requirements, rules and regulations.

Ability to:

- Exercise initiative and sound judgment and make appropriate recommendations.
- Assess and prioritize multiple tasks, projects and demands.
- Interpret, apply and adapt County and department policies, procedures, rules and regulations.
- Communicate and work effectively with public health personnel, health professionals, representative of other agencies and the public.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Use patience, tact and courtesy
- Maintain accurate records and files.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical clinic setting and use equipment standard to the field.
- Work with infected individuals and tolerate exposure to communicable diseases.
- Lift, carry, push and/or pull equipment and supplies weighing up to 25 pounds on a routine basis.
- Drive a personal motor vehicle in order to visit various work sites and/or attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a standard office or clinic setting.
- Work may require exposure to sources of potentially contagious pathogens in the course of field duties, while wearing personal protective equipment.
- May be required to work extended hours.

- May be required to attend meetings outside of normal business hours.
- Will be required to be available for call back in emergency situations.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

All levels:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.
- Possess a valid license as a Registered Nurse in the State of California.

Public Health Nurse Intern:

- The ability to obtain a valid certification as a Public Health Nurse in the State of California within 12 months of employment with proof of application within 3 months of date of hire.

Public Health Nurse I/II:

- Possess of valid certification as a Public Health Nurse in the State of California.

Special Requirements:

- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

Public Health Nurse Intern

Minimum: Graduation from a four year college or university with major course work in nursing and possession of a license as a Registered Nurse.

Public Health Nurse

Minimum: Graduation from a four year college or university with major course work in nursing and possession of a license as a Registered Nurse and a Public Health Nurse certificate.

Preferred: In addition to the minimum, some experience in nursing.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

HR Approval: Analyst
Date:

Signature: _____

Signature: _____

<p>EEOC: B WC: 9410</p> <p>Established: Prior to 1990 Revised: July 2016</p>
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