

Community Health Nurse Job Description

Definition:

This is an entry-level professional position that will be responsible for providing professional, prompt attention to the needs and health concerns of clients of the community. The individual that holds this position may hold other positions within the Health Center.

Experience and Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Nursing **or** with Associate of Arts Degree in Nursing.
- Must possess and maintain a license as a professional nurse from the Missouri State Board of Nursing.
- Public Health experience preferred, but not required.

Supervision:

This position is supervised by the Nursing Supervisor and /or the Director or Assistant Director.

Examples of Work:

This list is not all inclusive.

- Administer and read TB skin test. Refer positive TB skin test results to the SFCHC Communicable Disease Nurse.
- Schedule and perform lab draws following physicians order. Follow up with physician and clients as indicated.
- Administer immunizations and physician ordered injections according to health center guidelines, maintaining accurate records.
- Provide immunization records to authorized parties.
- Check B/P, Pulse and weight per client request. Counsel clients on normal/abnormal values.
- Perform urine pregnancy tests as needed; provide appropriate counseling/referral information to clients. Complete TEMP Medicaid paperwork if needed.
- Perform STD screenings, counseling and provide treatment under Missouri Department of Health and Senior Services protocols.
- Assist in Women's Health Clinics.
- Assist in Communicable Disease Investigations
- Answer questions of clients and or refer them to appropriate authority when indicated. Disseminate information and literature. Maintain integrity and confidentiality of all clients according to HIPPA.
- Develops various educational materials such as brochures, exhibits, videotapes, and slides; employs mass media, group process, and counseling techniques in health education, health promotion, and behavioral risk reduction program activities.
- Develops training programs; works with others to plan and implement health promotion programs and policies.

- Coordinates monthly radio programs.
- Coordinates media releases for general health education with approval of Nursing Supervisor/administration
- Coordinates monthly message for Health Center outside Message Board
- Coordinates messages for Health Center waiting room bulletin board
- Keeps brochure holders in the building stocked with appropriate brochures.
- Orders brochures as needed.
- Gathers information for Health Fairs and participates in Health Fairs as needed.
- Prepares appropriate messages for posting on Health Center webpage.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles and practices of professional and community health nursing.
- Ability to effectively communicate health education to individuals, groups. Comfortable with public speaking.
- Considerable knowledge of immunization schedules for all age groups.
- Considerable knowledge of each vaccine.
- Ability to draw blood.
- Ability to counsel clients on abnormal values.
- Working knowledge of available community resources and ability to apply problem-solving techniques to community health needs.
- Working knowledge of communicable disease control and epidemiology.
- Ability to interpret and comply with federal and state public health laws and regulations and departmental programs, policies and procedures.
- Ability to work well with individuals of diverse socioeconomic/cultural/intellectual backgrounds.
- Attends mandatory staff meetings.
- Computer literacy and keyboarding skills.
- Current CPR/First Aid/AED certification.
- Introductory knowledge of the current principles, practices and processes employed in the health education and health promotion component of a public health program.
- Introductory knowledge of the principles, techniques and application of behavioral epidemiology.
- Introductory knowledge of the psychological, social, economic and cultural determinants of behavior and methods to promote healthy lifestyles.
- Introductory knowledge of community organizations principles, resources and community health needs.
- Introductory knowledge of current trends and developments in public health, medical sciences and health care.
- Ability to effectively communicate complex medical information and present ideas effectively to individuals, groups and agency staff.
- Ability to establish and maintain effective working relationships with other employees, community groups and the general public.
- Ability to speak to media to relay health related information.

- Ability to work well with individuals of diverse socioeconomic/cultural backgrounds.
- Ability to establish and maintain effective working relationships with the public, media and co-workers.
- Will attend meetings/trainings to keep current.
- Will attend mandatory staff meetings.

Other Responsibilities:

- Will participate in Health Center Emergency Planning meetings.
- Will assist in other areas of the Health Center as needed.
- Will be expected to respond to Health Center in the event of an Emergency when Health Center staff is needed.
- Participates in Quality Improvement Planning.
- Will complete all education requirements for MICH Accreditation-Primary Level Nurse and Health Education within a year of hire.
- Other duties as assigned.

❖ This position earns time and one half for any time worked over 40 hours a week.