Job Description

Job Title:	Community Health Nurse	Classification:	Classified
Department:	Health	Grade:	310
Occupational Group:	Nursing	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs a variety of professional nursing work in the areas of disease prevention, communicable disease control, community health education, and promoting early prenatal care.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides immunizations for adults and children, age 2 months and older.
2. Performs selective lab tests for services, such as sexually transmitted infection (STI), pregnancy and tuberculosis (TB) testing.
3. Performs additional laboratory services, as directed.
4. Facilitates and provides treatment for selective communicable diseases, such as STI's and TB.
5. Interviews, counsels, and educates clients; maintains client charts and records.
6. Conducts epidemiological communicable disease investigations; investigates received labs and reports of disease, determines cause, and responds to control an outbreak of communicable disease in the community.
7. Coordinates scheduled clinics; facilitates the effective, efficient operation of the clinics by providing excellent client care.

Other Duties

- Prepares reports regarding clinic and client activity; enters data into the appropriate computer system or program.
- Prepares reports of clinic and client activities; maintains directives of funding sources to meet objectives of grants and contracts.
- Refers clients to appropriate local resource agencies for additional medical and social services.
- Collaborates with community stakeholder groups to provide appropriate services to community residents.
- Maintains HIPAA compliance for the Health Department. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Legal rights and responsibilities of Registered Nurses with the Nurses Practice Act for the State of Missouri; City codes and ordinances related to various health related programs and services; medical and social services available in the community to meet the needs of patients; eligibility criteria for patients to be eligible for services in various clinics and programs; principles, practices, and techniques of the nursing profession; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with a variety of public health professionals, social services provider agencies, HIV/AIDS patients, and the public; performing a variety of professional nursing activities and functions including administering vaccinations and drawing blood and other fluid samples for testing; explaining the etiology, symptoms, and treatments for a variety of communicable diseases, including AIDS, TB, and various childhood diseases; preparing and updating medical records/charts; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Nursing, or graduation from an accredited program leading to eligibility to sit for the exam to become a Registered Nurse.

Experience: No prior experience is required. Prefer some previous nursing experience or public health experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license; Registered Nurse by the Missouri State Board of Nursing; Basic Life Support (CPR); TB training and Principles of Epidemiology when offered by the State of Missouri.

Physical Demands Requirements and Working Conditions

Most possess the ability to stand in work areas for long periods of time due to clinic requirements. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds and perform medical procedures pertaining to the job duties of the Community Health Nurse.

Employees work primarily in an office environment although may be subjected to extreme weather conditions and temperatures when working off site. This position may be exposed to moderate noise levels, strong fumes, odors, and chemical hazards. In addition, employees may be subjected to safety hazards involved when working with needles and bodily fluids; exposure to infectious diseases; and interacting with upset members of the clients or the public while public or their representatives while completing their duties.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	