

COMMUNITY HEALTH NURSE III

NATURE AND VARIETY OF WORK

This is advanced senior/lead level professional staff work performed to address the health care needs of target populations (e.g. infants, youth, adults, seniors) using the nursing process of assessment, planning, implementation, and evaluation. Incumbents provide a variety of professional nursing and health care services to a diverse range of clients, patients, families, and groups from diverse cultural backgrounds. Such services provided by incumbents are designed to promote health and wellness and prevent disease and disability.

At this level, an incumbent is generally responsible for implementing and managing the work within an assigned area. They may function in one (1) of three (3) different capacities as (1) an advanced senior nurse with extensive experience and training providing advanced direct nursing services to a specific target population (e.g. pregnant adolescents, premature infants, elderly, etc.) or (2) as a clinic charge nurse with the responsibility for the daily on-site management of a public health clinics/facilities or (3) as an assistant supervisor that provides direct support to a higher level community health management position by supervising/training lower level staff or performing special projects.

Incumbents experience frequent contacts with nursing, medical, and social services personnel in order to coordinate and provide comprehensive health and nursing care programs and services to the public. Work assignments are performed in a variety of community settings (e.g., home, clinics, schools, office) and may expose the employee to infectious/contagious diseases. Work assignments are performed within the framework of established nursing care standards and departmental policies and procedures. Work is performed under the general supervision of higher level health and nursing personnel and is evaluated through observation, record review, and employee/management conferences.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May exercise limited supervisory duties and responsibilities over subordinate staff.

Plans and coordinates the daily work activities of subordinate staff such as nurses, therapists, health aides and clerical support staff.

Coordinates the provision of nursing/medical care services for clients/patients with other agencies/programs.

Provides orientation, on-the-job training and continuing education for staff supervised.

Reviews and analyzes patient records for accuracy, completeness and appropriateness; takes action if indicated.

Serves on departmental and interagency committees, task forces, commissions, and boards.

Develops and updates manuals and other instructional material.

Interprets departmental policies and procedures for staff.

Assists staff with determining nursing and mental health care needed by complex patients and in the resolution of crisis situations.

Assists in the development of standards and procedures related to the provision of services and assures compliance with them.

Triages new referrals to determine how quickly patients need to be seen and assigns cases.

Collects and summarizes program data, submits required reports of program activities and accomplishments to program chief or other administrators. Assists in budget development and preparation by providing narrative and statistical information.

Willingly and cooperatively perform tasks and duties which may not be specifically listed in the classification specification or position description but which are within the general occupational category and responsibility level of the employee's classification of work.

KNOWLEDGES, SKILLS AND ABILITIES AND OTHER CHARACTERISTICS

Considerable knowledge of nursing and public health theories, policies, practices and procedures required to provide nursing care to target populations.

Considerable knowledge of applicable federal, State, and County regulations, policies, and laws governing the provision of nursing care services.

Considerable knowledge of human growth and development process throughout the human life cycle.

Considerable knowledge of selected pharmaceuticals, their desired results, side effects, and potential complications.

Considerable knowledge of available community resources for referral of clients/patients.

Considerable knowledge of target population demographics and data collection methods.

Skill in operating nursing and medical equipment (e.g., blood pressure apparatus, stethoscope, etc.).

Skill in performing technical nursing procedures (e.g., injections, catheterization, ostomy care, etc.).

Ability to provide emergency treatment for life-threatening situations (e.g., shock, cardiac arrest, hemorrhage).

Ability to provide health counseling to target populations and/or their families.

Ability to communicate effectively, both orally and in writing.

Ability to prepare and maintain client records.

Ability to lead and coordinate the activities of subordinate staff.

MINIMUM QUALIFICATIONS

Graduation from an accredited school, college, university or an equivalent program with a Bachelor's Degree in Nursing or a related health field plus two (2) years of post-licensure community health nursing experience; or an equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT

Possession of a valid license to practice as a Registered Nurse in the State of Maryland issued by the Maryland State Board of Nursing at the time of appointment.

Possession of a valid license to operate a motor vehicle when required for the performance of job-related duties at time of appointment.

Possession of a valid cardiopulmonary resuscitation (CPR) certification at time of appointment.

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