

COMMUNITY HEALTH NURSE IV

NATURE AND VARIETY OF WORK

This is first-line supervisory professional and administrative 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 supervise and coordinate the daily activities of subordinate level nurses, staff, and support personnel at health facilities and other location in order to provide a variety of professional nursing and health care services to a diverse population of clients, patients, families, and groups from diverse cultural backgrounds. Services provided by incumbents are designed to promote health and wellness and prevent disease and disability.

Incumbents experience frequent contacts with nursing, medical, and social services personnel in order to supervise, 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, records review, and employee/management conferences.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises full range of supervisory duties and responsibilities over subordinate staff.

Plans and coordinates the daily work activities of subordinate staff such as nurses, therapists, technicians, 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 in crisis situations.

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

Serves as senior clinician/primary clinical consultant to staff.

Triages intake assessments to determine how quickly patients need to be seen and to assign cases.

Collects, analyzes and interprets program data, submits monthly/ quarterly/annual reports of program activities and accomplishments to program chief or other administrators, contributes to budget development and preparation by providing narrative and statistical information.

Willingly and cooperatively performs 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of nursing and public health theories and practices required to provide community health or psychiatric nursing care to individuals, families and the community.

Considerable knowledge of the principles, practices, techniques, literature and current developments in public health in the area of specialization.

Considerable knowledge of nursing consultation, teaching and supervision methods and techniques.

Considerable knowledge of available community resources for referral.

Considerable knowledge of applicable Federal, State and County laws and regulations.

Knowledge of selected pharmaceuticals, their desired effects, side effects and complications which may arise from their use.

Knowledge of psychiatric and mental health assessment tools.

Skill in applying technical nursing procedures (e.g., injections, catheterization

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

Skill in crisis intervention.

Ability to plan, implement and evaluate community health nursing programs in the assigned field of specialization.

Ability to supervise professional staff and other personnel.

Ability to analyze and interpret data and write comprehensive reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with associates and representative from other agencies.

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 three (3) years of post-licensure community health nursing experience and two (2) of which, involved supervision of staff or an equivalent combination of experience and training.

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 Nurse Examiners 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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