



**PUBLIC HEALTH NURSE**  
**(Registered Professional Nurse)**

Jurisdiction Class:	Competitive (Full-Time) Non-competitive (Part-time)
Civil Division:	Yates County
Adopted by PO:	09/03/2014
Revised by PO:	05/13/2016
Revised by PO:	08/22/2017
Revised by PO:	09/06/2017
Revised by PO:	02/22/2019
Revised by PO:	10/15/2021
Revised by PO:	07/13/2023
Revised by PO:	08/27/2024

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility to provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Public Health nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the program or issues involved. This position involves responsibility for planning, developing, administering, coordinating and evaluating activities for Public Health programs. Other work responsibilities may include conducting communicable disease and rabies case investigations, administering immunizations, and participation in Performance Management and Quality Improvement. Work is performed under the general direction of the Deputy Director of Public Health or Director of Public Health and in accordance with the New York State Nurse Practice Act. Supervision may be exercised over Registered Professional Nurses, Licensed Practical Nurses, and General Support Staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative only):**

Assesses the health status of those served and their related determinants of health, and uses this knowledge to educate, inform, and make referrals as appropriate;

Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;

Develops demographic, statistical, programmatic, and scientific presentations, brochures, and products;

May teach classes, address or facilitate groups, and participate in community partnerships to promote population health;

Participates and/or leads program planning, implementation, and evaluation;

Reports program performance and completion of work plan objectives;

Participates in the conduct of surveys and assessments related to health matters;

Compiles and uses records, reports, and statistical information for planning and evaluation of public health programs;

Participates in or leads quality improvement projects;

Investigates reports of communicable disease and infection;

Completes and maintains activity records, patient files, and program records in compliance with Nursing Standards, Grant requirements, and NYSDOH regulations;

Administers immunizations and biologics, and performs specimen collection and shipment for patients in the community setting and in clinics;

Coordinates and monitors the delivery of available services;

May provide nursing oversight to Registered Professional Nurses and Licensed Practical Nurses in the administration of immunizations or biologics;

Participates in emergency preparedness planning and response efforts;

Performs other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the current principles, practices, and techniques of public health nursing; Good knowledge and understanding of the principles of Public Health Sciences (biostatistics, epidemiology, environmental, social & behavioral health);

Working knowledge and ability to perform duties in accordance with nationally adopted Core Competencies for Public

Health Professionals;

Working knowledge and ability to follow public health laws, regulations, and policies;

Good analytic & assessment skills necessary to participate in community health assessments;

Good program planning and evaluation skills;

Good cultural and linguistic competency;

Working knowledge of how policy options can influence public health programs;

Ability to adhere to ethical principles in the collection, maintenance, use, and dissemination of data & information;

Ability to follow technical oral and written instructions and to make sound professional judgments;

Ability to interpret and understand verbal and written instructions and regulations;

Ability to maintain records, compile written reports, correspondence, and educational materials for a variety of skill levels;

Ability to establish and maintain cooperative, professional relationships;

Ability to maintain outstanding organizational and time management skills;

Ability to work as a team;

Dependability;

Resourcefulness;

Sound professional judgment;

Initiative;

Ability to plan and supervise the work of others;

Ability to effectively communicate in written, oral, and electronic form;

Ability to establish effective working relationships with a wide variety of people;

Ability to operate a personal computer, utilize the internet, and common office software programs, including Word, Excel,

Publisher, etc., and ability to learn proprietary software applications;

Ability to perform in a reasonable manner the essential functions of the position;

Physical condition that is commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Nursing; AND
- b) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

**SPECIAL REQUIREMENTS:**

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;
- b) Must be able to be fitted for, and wear a NIOSH 95 mask.
- c) One (1) year of full time or equivalent part-time paid experience working as a licensed Registered Nurse and/or experience working in public health is beneficial but not required.