



**Public Health**  
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## Central Valley Health District

### JOB DESCRIPTION

**TITLE:** Public Health Staff Nurse I and II  
**Report to:** Director of Nursing  
**Supervises:** None

**FLSA Status:** Non-exempt  
**Salary grade:** 19 and 20

**JOB SUMMARY:** Provide generalized public health nursing duties to individuals, families, and groups. These duties may be performed in the client's home, school, work, or community setting. Primary focus will be on prevention education, assisting residents in obtaining and maintaining optimal health.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required.

1. Identify the physical, social, and emotional needs of individuals and family through systematic assessment.
2. Develop and implement nursing care plans for clients by providing individual nursing care; delegating appropriate functions to others on the health team, but retaining responsibility for care through supervision.
3. Provide professional nursing services, treatments, and preventive care to patients in their homes, clinics, schools and other settings.
4. Teach, supervise, and counsel patients and family members regarding nursing care needs and promote the health of patients and document care in the EMR.
5. Provide for continuation of patient care by appropriate referral and follow-up, flag charts for in the EMR for follow-up.
6. Teach and counsel individuals, family, and groups for the prevention of disease, disability, and for maintenance of health.
7. Performs managerial activities in clinics
8. Maintains public health records and reports in CVHD EMR system or paper documentation if needed.
9. Independently carry out duties assigned by the DON.
10. Attend continuing education sessions, with prior approval, to update skills and knowledge pertaining to public health nursing. Responsible to share information gained with other staff members.
11. May distribute medications as prescribed by those legally authorized to do so.
12. Pursue and participate in professional development as it applies to the position and budget allows.
13. Deliver targeted, culturally-appropriate information to individuals and groups in the community.
14. Use quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of public health programs.
15. Participate in agency and community emergency response training and drills.



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16. Attend weekly staff meetings if on duty. If not on duty read minutes from meeting.
17. Familiarize self with policies and procedures of the Health District.
18. Respect and observe the confidentiality regarding clients and their families consistent with professional ethics, HIPAA guidelines, and State and Federal laws.
19. Respond to public health emergencies as directed by the Unit Administrator and/or immediate supervisor.
20. Performs other duties as required or assigned.

This position may be subject to 24/7 on-call in the event of an emergency, irregular working hours, work at locations other than the official station, and may include duties other than those specified in the employee's official position description. Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods of time and operating a motor vehicle.

#### **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Supports and promotes the District's vision, mission, core values, and goals.
- Promotes team and organizational learning.

#### **JOB REQUIREMENTS:**

##### **Education, Licensure, Certifications, Experience**

- Graduation from an accredited school of nursing is required.
- Current licensure as a nurse by the North Dakota Board of Nursing. Proof of current licensure required annually.
- Must possess current valid driver's license. Travel within the service area is required. Occasional overnight travel may be required.
- Ability to take after-hours on-call, work longer shifts, nights, weekends to meet the operational needs as determined.
- Current certification of basic cardio-pulmonary resuscitation (CPR).
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 300, 400, 700, and 800.

##### **Knowledge and Skills**

- Considerable knowledge and skill in current nursing practice, including nursing assessment.
- Knowledge of the development of plans for patient care and the ability to participate in them.
- Strong interpersonal and communication skills.
- Organized and has the ability to multi-task, balance multiple projects, and complete objectives.
- Excellent customer service and problem-solving skills.
- Ability to prioritize.



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- Work independently and be a team player.
- Basic desktop computer skills including, but not limited to, word processing, spreadsheets, navigation, internet, and email.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

#### Equipment and Technology Use Required

- Computer, fax, copier, scanner, multi-line telephone, Video Conferencing System
- Personal or agency vehicle
- Microsoft Office
- Electronic Medical Records Software

**WORK ENVIRONMENT:** General office setting in the department facilities, as well as community sites including clients' homes and workplaces. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow, ice, cold, heat, noise, rain, humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Worker may be exposed to potentially hazardous chemicals, hazardous waste, biological agents, communicable diseases, insects and other disease vectors, and animals through the course of employment. In all settings, employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and /or communication.

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Employee Signature

Date

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Supervisor Signature

Date