

City of Dallas
Classification Specification

Title:	Public Health Nurse	Class Code:	06113
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Performs a variety of public health nursing duties (e.g., screening, testing, examining, counseling, educating) to provide health care and family health guidance to citizens of Dallas.

Essential Functions:

1. Examines clients and reviews client's health history in order to conduct comprehensive needs assessments (e.g., physical, mental, emotional, social) on patient and family members according to health standards.
2. Screens clients for early detection to determine hearing, vision, development, speech and behavior disorders.
3. Teaches various health related classes or trains other staff members to inform and advise clients or staff on health issues or improve parenting skills.
4. Maintains and reviews client charts to ensure proper documentation is maintained.
5. Interviews and counsels clients enrolled in health program to provide and address health care.
6. Contacts other health agencies to make referrals for clients to receive services and care not available through the city's health clinics.

Essential Functions Performed Depending on Location

7. Conducts home visits to assess and document potential program participants and identify health needs.
8. Performs other duties as assigned.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Must be a licensed Registered Nurse (RN) in the State of Texas.

Knowledge of the principles and practices of general and public health nursing.

Ability to understand and interpret public health laws and regulations.

Ability to keep accurate records.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to instruct patients and their families in the principals of health care, home nursing, and disease prevention.

Working Conditions and Hazards:

May work in office or in public health clinics.

May be required to make field visits in all types of neighborhoods and homes.

May be exposed to contagious diseases through contact with patients.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.