

City of Dallas
Classification Specification

Title:	Senior Public Health Nurse	Class Code:	06109
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Performs as a lead nurse within a nursing specialty to provide health care services to citizens of Dallas or to City employees.

Essential Functions:

1. Leads, instructs, and trains public health nurses and other department staff members on basic nursing procedures or changes in preventive health policies to ensure staff is informed.
2. Performs basic nursing procedures and lab procedures to ensure that lab quality control guidelines are met and provide other on site lab or other health care assistance.
3. Transcribes and coordinates the distribution of lab and x-ray results to all clinic sites.
4. Manages and coordinates patron flow and interacts with health care providers, day care centers, homeless shelters, etc. to facilitate the maximum efficiency and effectiveness of the health care services.
5. Inventories, orders, and distributes supplies and vaccines for daily operation.
6. Establishes permanent health records for patients seen in clinics.
7. Participates in various meetings and conferences related to public health issues (e.g. immunizations) to effectively respond to community and client needs.
8. Prepares monthly activity reports for submission to manager or other agencies.
9. Interact with community agencies, health fair coordinators, and the business community to respond to requests for immunization services and provide education to employees and other individuals.

Depending on Assignment

10. Provides case management services and coordination between various health care providers and services to ensure patient's needs are being met.
11. Performs other duties as assigned.
12. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Must be a Registered Nurse (RN).

Knowledge of the principles and practices of general and Public Health Nursing.

Knowledge of the functions of the health and social agencies.

Ability to teach and instruct nurses in the principles of public health nursing or specialized fields of study.

Ability to establish and maintain effective public relations.

Ability to keep records and develop reports.

Ability to understand and to interpret public health laws and regulations.

Working Conditions and Hazards:

May work in various clinics as well as office settings.

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.