

CLASS TITLE: **Public Health Nurse III**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises a staff of Public Health Nurses performing professional nursing activities in a health clinic or in the community; and performs related duties as required.

ESSENTIAL DUTIES: Supervises the collection of comprehensive medical, psychosocial, and environmental histories, laboratory results and related data on clients and their families; assesses health status of clients and assigns them to nursing staff based on complexity of health needs; organizes and conducts interdisciplinary case conferences with clients, their families and health and social service providers within the community; reviews and evaluates nursing programs for quality assurance and sets criteria for providing client services; oversees the provision of education and instruction to individuals, families and other groups in the areas of disease prevention, nutrition, child care and related health topics; maintains quality control of clients' case files; oversees the coordination of client services with departmental and community health and social service agencies; reviews nursing care plans ensuring they are completed and that recommended care is appropriate for problems identified; works with community health and social services providers to plan, develop and implement standards for client care and to ensure clients have access to needed services; supervises the orientation of new staff and students on departmental policies and nursing practices; identifies staff development needs and coordinates in-service training programs; participates in the development of standards and procedures for public health nursing; prepares management reports on nursing activities.

RELATED DUTIES: Participates in the collection of data for epidemiological studies; presides over and consults with interdisciplinary case conferences; makes health education presentations to community groups; maintains a directory of available resources within the community; works with community groups to identify, develop and present community health education; recommends programs for targeted populations.

MINIMUM QUALIFICATIONS:

Training and Experience. A Bachelor's degree in Nursing accredited by the National League for Nursing or an approved foreign credential evaluation supplemented by two years of progressively responsible nursing experience. Must be licensed to practice as a Registered Nurse. Applicants must possess a valid State of Illinois Registered Nurse license at the time of employment.

CLASS TITLE: **Public Health Nurse III** (Cont'd)

Knowledge, Abilities and Skill. Good knowledge of nursing theories

and practices for the treatment of patients. Good knowledge of the practices and principles of public health nursing. Considerable knowledge of the resources and services provided by community health and social service agencies. Good knowledge of departmental nursing protocols and policies. Knowledge of supervisory and management theory and practices.

Ability to instruct and supervise professional and paraprofessional nursing staff. Ability to plan and coordinate nursing activities. Ability to implement nursing standards and programs. Ability to assess and evaluate work performance of nursing personnel. Ability to work effectively with other health care professionals and representatives from community agencies. Ability to access multi-level facilities.

Considerable skill in the application of public health nursing practices. Good supervisory skills. Skill in assessing community health needs and developing appropriate nursing programs. Good interpersonal skills. Good oral and written communication skills.

Working Conditions. Outside: Unavoidable exposure to unfavorable atmospheric conditions or extreme temperatures. Inside: Clinic environment.

Equipment. Standard medical/health equipment including but not limited to stethoscopes, portable scales, thermometers, and related medical instruments. Standard office equipment.

Note: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 2002  
City of Chicago  
Department of Personnel

(Minimum Qualifications revised February, 2006)