



Code: 3752

Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health Nursing

CLASS TITLE: PUBLIC HEALTH NURSE II

CHARACTERISTICS OF THE CLASS

Under supervision, the class works primarily in the field, providing professional nursing care to individuals, groups and families to improve the overall health of communities, or functions as a nursing team leader in a health clinic; and performs related duties as required

ESSENTIAL DUTIES

- Works with a caseload of clients in a community setting, making home visits to collect data, complete assessments and ensure clients follow prescribed treatment plans
- Assesses the community's needs as they relate to the health status of clients and develops nursing care plans to address identified health care problems
- Works with community health providers to plan and implement community health problems and establish standards for client care
- Coordinates client services with departmental and community health and social service agencies
- Educates and instructs individuals, families and others in health education, disease prevention, nutrition, child care and related health topics
- Collects comprehensive medical, psychosocial, and environmental histories, laboratory results and related data on clients and their families
- Conducts physical examinations to assess clients' health status; makes preliminary assessments of clients' health problems and needs and prioritizes for medical attention
- Develops and implements nursing care plans for patients
- Administers prescribed medications according to departmental protocols
- Assists team members in developing appropriate nursing plans and reviews plans for appropriate nursing intervention
- Observes team members providing client care and instructs them on appropriate nursing practices
- Ensures clients' and community case files are complete and current
- Organizes and conducts interdisciplinary case conferences
- May assign nursing activities to team members
- Participates in the collection of data for epidemiological studies
- Assists in the development of standards for client care and staff development of paraprofessional employees

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Nursing accredited by the National League for Nursing (NLN) or an approved foreign credential evaluation, plus one year of professional nursing experience.

Licensure, Certification, or Other Qualifications

- 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

WORKING CONDITIONS

- General office environment
- Medical facilities environment (e.g., health clinic)

EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Medical instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, life signs monitors, thermometer, urine dips, sphygmomanometer, otoscope)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *nursing principles, practices, and procedures
- *anatomy and physiology
- *occupational injuries and current treatments
- *medical terminology, conditions, testing, treatments, standards, and procedures
- *record keeping methods, practices, and procedures
- *uses, side effects, and interactions of prescription medicines and other drugs
- *case management methods and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- *SERVICE ORIENTATION - Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

