



City of Kansas City, Missouri Job Class Specification

Job Title:	PUBLIC HEALTH NURSE	Department:	HEALTH
Job Code:	4035	Status:	NONEXEMPT
		Grade:	L-9

Summary

This is professional community health nursing practice in the provision of routine nursing services in community health programs.

Responsibilities involve assisting in carrying out the educational, service delivery, investigative, and community organization activities connected with community health nursing programs. Work involves providing nursing services in clinics, schools, and homes in the community; assisting in training and supervising ancillary nursing personnel; extensive counseling to patients and their families concerning the importance of periodic and follow-up examinations and treatment; and providing referrals to related social services and other agencies in accordance with department regulations. Work is done on a generalized public health nursing basis in an assigned area, clinic, or specialized field. Work is performed independently, but unusual or complex problems and cases may require professional supervisors to provide guidance and solutions. Work is reviewed through analysis of case histories, reports of home visits for proper application of public health nursing protocols, collaborative agreements and guidelines, and periodic field observations and inspections.

Duties and Responsibilities

- Assist with identifying social determinants of health, including policies related to food access and safety, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development.
- Assists in managing and staffing various health care clinics and delivers generalized public health nursing services, including needs assessment for patients and their families; assists in developing orientation programs and staff development activities; and assists in developing nursing care plans to ensure continuity of patient care.
- Delivers skilled nursing care and prescribed treatment to patients in their homes, , and at clinics and schools; demonstrates nursing care to patients and their families, assists them in adjusting to treatment regimens, and encourages the use of related community health and social agencies.
- Gives treatment and medications per physicians' orders.
- Participates in planning and conducting community health clinics; gives instructions on health-related subjects such as growth and development, dental health, nutrition, and disease control.
- Participates in developing interest in and maintaining cooperative relationships with other community service agencies and groups engaged in family health services and educational activities.
- Participates in developing school health programs in conjunction with school personnel.
- Assists with case finding through contacts with physicians, school authorities, health and welfare agencies, professional and lay groups, and individuals within the community.
- Assists in epidemiological investigations in the home, school, and community.
- Prepares various narrative and statistical reports.
- Perform related duties as required.

Technical Skills	<ul style="list-style-type: none"> ▪ Must demonstrate knowledge of the principles and practices of public health, business, and public administration programs. ▪ Must demonstrate thorough knowledge of the fundamental principles and practices of general and public health nursing and their application to specific communicable diseases; community resources available to persons in need of health and social services; the dynamics of social and economic factors impacting community served; the dynamics of traditional and non-traditional families and alternative lifestyles; communicable disease control and epidemiology; programs and objectives of community health agencies. ▪ Must demonstrate ability to explain and teach basic public health principles and prevention of communicable diseases in the home or community setting; establish and maintain effective working relationships with departmental, school, and medical officials as well as with patients and their families; understand and carry out instructions of a technical and professional nature; maintain and prepare reports; interpret and comply with federal and state public health laws, departmental collaborative agreements and guidelines applicable to community health nursing. ▪ Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions, calculate percentages, and convert units of measure. ▪ The level of technical skill required would be similar to that of a Registered Nurse.
Education and Experience	Licensure as a registered nurse as determined by the Missouri State Board of Nursing or a state having reciprocity with the state of Missouri.
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ Must pass a background check, drug screen, and a physical examination as prescribed by the City. ▪ Must possess a valid state-issued driver's license in accordance with the City of Kansas City, Missouri. ▪ Possession of a current license or temporary permit (for transfer from other states) ▪ Licensure as a registered nurse as determined by the Missouri State Board of Nursing or a state having reciprocity with the state of Missouri.
Supervisory Responsibility	None
Supervision Received	Work is performed under general supervision.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	
Revised	6/1996, 10/2003, 9/2006, 8/2022 5/2024, 8/2024