

FILLMORE COUNTY JOB DESCRIPTION

Registered Nurse

DEPARTMENT: Community Services – Public Health Division		JOB TITLE OF SUPERVISOR: Director of Nursing
PAY GRADE/RANGE: 9	BARGAINING UNIT: Not Represented	FLSA STATUS: Exempt

CLASSIFICATION SUMMARY

Promote health and safety of Fillmore County residents by assessing health needs and facilitating access to appropriate programs and resources. Provide health related information to community and administer immunizations and various health tests. The Registered Nurse classification performs many of the same duties as Public Health Nurse except, the Registered Nurse cannot perform pre-admission screenings or assess personal care workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

FREQUENCY

Provide direct skilled nursing care to clients and/or families requiring professional nursing care according to specific program guidelines. Perform initial evaluation, coordinate plan of care, initiate and supervise specific interventions, maintain accurate records, provide updates to physicians, make appropriate referrals, and counsel clients and families in meeting nursing and related needs	Daily 60%
Orient home health aides and homemakers in their caseloads by providing work direction and answering questions.	Daily 5%
Assist with Child/Teen Clinics by performing well child assessments to determine developmental delays, hearing and vision screenings, lab testing and immunizations, and intake records. Provide immunizations at various sites in addition to CTC.	Monthly 5%
Promote wellness through education of public on issues, including but not limited to, car seat safety, prenatal care, breast feeding, elderly issues, special needs, lead poisoning, domestic violence, nutrition, safety, first aid, family planning, cancer, and smoking.	Daily 5%
Maintain accurate patient care records on computer system, assist with statistics, prepare reports, and submit to proper personnel and/or agencies. Learn and maintain computer proficiency pertaining to record keeping as required by state and federally mandated programs.	Daily 20%
Attend continuing education programs and read pertinent articles, journals and newspapers related to updating of professional skills. Keep current with state and federal programs and maintain staff knowledge. Disseminate information to public.	Weekly 5%
May be required to serve on committees and perform other duties of a similar nature or level.	As required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of an Associate's degree or equivalent from a two year college or technical school and one to two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- Registered Nurse License
- MN Driver's license or evidence of equivalent mobility.

REQUIRED KNOWLEDGES *(position requirements at entry)* knowledge of:

- Principles, practices and techniques of performing professional nursing functions including physical assessment and counseling.
- Applicable state and federal laws, regulations, programs and services, including applicable reimbursement sources, relating to public health nursing.
- Human resource practices such as training, scheduling, delegation, discipline, etc.
- Medical terminology, diseases, illnesses, and nutrition
- Computers and related nursing software

REQUIRED SKILLS *(position requirements at entry)* skill and ability in:

- Organizing and prioritizing work
- Administering medically related treatments
- General medical/nursing procedures
- Record keeping
- Ability to assume leadership
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, speeches, and articles for publication that conform to prescribed style and format.
- Ability of effectively present information and respond to questions from groups of managers, clients, customers, and general public.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Requires the skill and persuasion in dealings with others both in and outside of the department.
- Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and

negotiate with other representatives or officials outside of the organization but does not have the authority to act on behalf of the County in matters where there is legitimate differences of opinion.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel. The employee frequently is required to sit, stoop, kneel, crouch, or crawl, and reach with hands and arms. The employee is occasionally required to stand, walk, taste or smell, and climb or balance. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to travel by car in inclement weather conditions and work with unstable clients in sometimes unsanitary and unsafe conditions. Incumbent is at risk to exposure to biohazard contaminants i.e. blood and waste products and is frequently exposed to working with contaminated needles. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By: Debra Bryan/Bjorklund Compensation Consulting (BCC)	Date: 11/1999
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