CLASS TITLE: PUBLIC HEALTH NURSE IV

CHARACTERISTICS OF THE CLASS

Under direction, the class manages public health programs or services for an assigned region or health center(s); develops and administers procedures, protocols and standards for public health programs or services; and performs related duties as required.

ESSENTIAL DUTIES

- Plans, organizes, and manages the work of staff responsible for public health programs, services, or public health centers to ensure program standards comply with departmental policies and procedures
- Works with staff and community representatives in an assigned region or health center to identify public health needs
- Observes and implements activities and uses community and public health center statistics to assess the quality and effectiveness of services provided
- Selects, assigns, trains, and evaluates assigned staff; provides guidance and direction on complex nursing issues
- Participates in the development and implementation of quality assurance management processes for programs or services
- Recommends changes in departmental policies and procedures to improve the quality and effectiveness of programs or services
- Participates in developing and implementing educational programs for patients, staff, and partner agencies
- Establishes linkages and partnership agreements with regional health and social services providers to ensure continuity, accessibility and quality of care to clients
- Acts as a consultant to partner agencies to provide expert nursing direction and education in the areas of health, safety and state and local licensing procedures
- Confers with program directors and management personnel regarding the efficient allocation of program personnel in an assigned region or health center(s) and recommends staffing levels to meet service goals
- Collaborates with programs, departments and community organizations/agencies that interface with health care providers
- Assists with the preparation and revision of public health program plans and/or budgets; prepares and administer grants and funding requests; collects data and maintains records, insuring confidentiality of medical information; develops information and prepares reports

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

- A Bachelor’s degree in Nursing accredited by the National League for Nursing or an approved foreign credential evaluation and a Master’s degree in Nursing or Public Health PLUS three
years of public health nursing experience, of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of training and 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
- Must have certification in a nursing specialty

WORKING CONDITIONS

- Medical facilities environment (e.g., health center, clinic)
- General office environment
- Exposure to outside weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Standard medical / health equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:
- nursing theory and practice for the treatment of patients
- practices and principles of public health nursing
- services and resources provided by community health and social service agencies
- quality standards in public health nursing
- supervisory and management theory and practices

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
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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

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.

City of Chicago
Department of Human Resources
April, 2018