

NURSE III

Department:	Health Unit	Reports To:	
Division:		Location:	Thibodaux Health Unit
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	May 2007
Pay Grade Level:	10		

JOB SUMMARY

To serve as lead-worker over professionals and paraprofessionals with full-time programmatic responsibility in one or more personal health programs, or, to serve as staff nurse in the Children's Special Health Services (CSHS) office, or, to serve as a Nurse Home Visitor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Provides professional nursing care to individuals, families and communities in public health program clinics, communities, shelters and/or any additional sites designated for public health services
- Conducts nursing assessments in the clinic, field, shelter, and/or home visits on infants and children for physical assessments, obtaining medical histories and enforcement of recommended health protocol. Instruct patients on prevention and health maintenance; instructs on specific health conditions. Refers patient to other community resources for treatment and assistance
- Conducts quality assurance and audit reviews, utilizing the Continuous Quality Improvement process to assure a competent health and personal health workforce in systematic evaluation of needed skills, the establishment of standards of performance, and the establishment and maintenance of policies and procedures
- Performs case management activities utilizing a nursing process of assessment, planning, intervention, and evaluation with assigned families. Schedules and conducts appropriate home visits and refers to community health-care organizations that focus on parental, child health and life development. Uses a Management Information System to manage data, to track family characteristics and needs services provided, and the progress toward program objectives
- Provides nursing care by assisting Physicians, Advanced Practice Registered Nurses and other nurses in conducting examinations and in providing medical treatments in personal health program clinics. Refers and links individuals or families to other community

resources. Develops follow-up plans, coordinates treatment and services with other health units and institutions

- Provides health education to individuals/groups regarding health risks and strategies for promoting/protecting their own health, self-care and nutrition
- Conducts nursing assessments of patients obtaining complete health histories
- Obtains Pap Smears, blood samples, STD and other specimens for analysis
- Interprets laboratory results for appropriate intervention and follow-up according to established Program, OSHA and CLIA protocol
- Administers immunizations and other medications; enters data of vaccines administered into LINKS computerized system. Participates on Immunization Response Teams
- Provides professional nursing care and leadership in response to emergency situations in the community and statewide on a 24-hour basis. Ensures emergency care equipment is available and in working order. Maintains CPR certification
- Provides environmental health nursing and risk assessments in collaboration with environmental health personnel
- Participates and collaborates with Disease Intervention Specialists in the contact investigation, treatment and education of individuals infected with communicable diseases
- Evaluates the effectiveness, accessibility and quality of personal and population-based services by the collection and maintenance of data
- Provides coordination of services for children with special health care needs.
- Instructs patients and families on proper home care for children with special health care needs
- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Lead-worker over lower level public health nursing personnel.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

QUALIFICATIONS

Possession of a license to practice professional nursing in the State of Louisiana plus three years of professional nursing experience.

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 will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. A baccalaureate degree in nursing may be substituted for one year of the required experience. A master's degree in nursing or public health may be substituted for one year of the required experience.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in public works project management and competent abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax

machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.

- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to sit, smell, or taste, stoop, kneel, crouch, crawl, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and working near mechanical moving parts. The noise level in the work environment is normally moderate and occasionally noisy.