



Code: 3754
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health Nursing

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
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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