

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Public Health Nurse III  
**Department:** Health  
**Revised** : March 2010

**Class** : Professional  
**FLSA** : Exempt

*This job description supersedes any prior description for the Public Health Nurse III classification.*

**GENERAL DESCRIPTION**

Advanced and specialized professional level nursing work in providing primary, preventive, and rehabilitative care to individuals and families in a public health program. A majority of time is spent in operational supervision. Supervisory responsibilities are performed with a high degree of independence within the framework of standard routines and procedures. Supervision is received from a Public Health Nursing Supervisor II, who reviews work through analysis of records and through periodic conferences. Work is differentiated from that of Public Health Nurse II by complexity and scope of work.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Acts as Team Coordinator in a program area(s) supervising, on an operational basis, subordinate nursing staff personnel and patient care and participates in the performance of nursing procedures, such as conducting screening tests, soliciting information, providing information, counseling and making health care referrals relative to a variety of health services programs of the Department.

Functions in the expanded role with duties related to the employee's specialty in pediatrics, maternity, or child health; obtains health history, performs a physical examination sufficient to determine if there is a deviation from normal, and initiates some treatment under physician's standing orders.

Assesses, plans, and coordinates a variety of services and performs administrative functions; ensures program policies, procedures, and changes are implemented and followed.

Coordinates patient needs with available community resources and serves as liaison to physicians and other community resources in assigned program area.

Maintains a variety of records; prepares a variety of reports.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge and skill in the application of nursing theory, practices, principles, and techniques employed in the field of public health.

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Considerable knowledge and skill in obtaining a health history and performing physical examinations sufficient enough to determine if there is any deviation from normal.

Thorough knowledge of current social, cultural, economic, and educational problems relating to public health.

Thorough knowledge of available resources and organizations, and the ability to coordinate these as needed.

Ability to secure the cooperation of clients, to elicit needed information, and to establish and maintain effective working relationships with a wide variety of patients and their families, representatives of resource agencies, and fellow employees.

Ability to plan, coordinate and supervise the work of subordinate nursing staff members.

Ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions.

Ability to communicate effectively, orally and in writing.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

### **EXPOSURE CONTROL**

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and should be worn.

### **MINIMUM EXPERIENCE AND TRAINING**

Expanded Role - Graduation from an accredited four-year college or university with a BS Degree in Nursing which includes a Public Health Nursing rotation and one year of experience in Public Health Nursing and completion of approximately three months of training that includes didactic and on-the-job supervising phase in the expanded role specialty to which assigned; or graduation from an accredited school of professional nursing, two years of professional nursing experience one of which must have been in public health and completion of approximately three months of training that includes didactic and an on-the-job supervising phase in the expanded role specialty to which assigned; or an equivalent combination of education and experience.

Team Leader - Graduation from an accredited four-year college or university with a B. S. Degree in Nursing which includes a Public Health Nursing rotation and two years of Public Health Nursing experience; or graduation from an accredited school of professional nursing and three years of professional nursing experience, two of which must have been in public health; or an equivalent combination of education and experience.

Must be licensed to practice as a Registered Nurse by the North Carolina Board of Nursing. A valid driver's license may be required dependent upon the specific job responsibilities of the position.

**This job description does not create an employment contract,  
implied or otherwise.**