



# Registered Nurse

## Job Description

**Department:** Health & Human Services      **Rating:** C41  
**Supervisor Title:** Public Health Nursing Supervisor      **FLSA Status:** Exempt

**Minimum Qualifications of Education and Experience:**  
 Associates degree in Nursing or related field; 1-year related experience

- Required License (s):**  
 Incumbents in this class typically require:
- Registered Nurse License
  - Valid Driver’s License

**Nature of Work:**  
 The second level of the Public Health Series is responsible for performing professional nursing work and nursing functions in support of one or more specialized public health programs or functions. Responsibilities may include performing nursing services; coordinating with healthcare providers, community groups, and other parties; providing healthcare education; and preparing reports and other applicable documents.

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Performs nursing services, including conducting assessments, interpreting results, identifying the need for intervention, contacting or making referrals to healthcare providers, and completing care plans.	Daily 50%	C4
2.	Coordinates with healthcare providers, students, community groups, and other internal and external agencies, and attends a variety of meetings, to provide healthcare education, implement programs, assist with investigating public health threats, facilitate County initiatives, mentor students, and/or perform related duties.	Monthly 20%	B2
3.	Prepares medical and related reports, charts, case files, and other documents; ensures informational accuracy and compliance with applicable regulations, policies, and procedures.	Weekly 30%	B2
4.	Performs other duties of a similar nature or level.	As Required	N/B

**Level of Decisions:**  
 Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.

**Direction Received/Provided**  
 Work under general supervision but is provided with clear objectives and standards to coordinate specific areas within assigned program. This level has increased individual responsibility to coordinate the processes.  
 Incumbents may assign/delegate work assignments to other employees; troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; and verify the work of others

**Knowledge, Skills and Abilities Required:**

- Nursing principles and practices;
- Medical terminology;
- Medical treatment protocols and practices;
- Medicines;
- Illnesses and diseases;
- Customer service principles;
- Providing health care services;
- Performing medical testing;
- Administering medical treatments;
- Referring clients to external sources;
- Preparing medical case files and histories;
- Assessing injuries and illnesses;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Persons with Disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: Semi-sedentary involving office and travel to outside field work in client homes or public meeting locations. Involves regular contact with the public, other staff and other agencies. Lifting requirement of 20 pounds on an occasional basis. Wrist and finger manipulation due to filing, compiling, calculating, or computer work. Equipment used will include computer, typewriter, calculator, telephone, copy/fax machine and others. There is some pressure associated with deadlines and dealing with individuals who may be emotionally charged. Exposures may include but not limited to, disagreeable odors, communicable diseases, bodily fluids, and difficult and challenging behaviors. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.

**Disclaimer:**

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Access to Not Public Data:**

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



*"Supports the county's mission to deliver effective services for Mower County with integrity, fiscal responsibility, collaboration and a dedication to high level of customer service."*

Employee Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Classification History:	
Date:	Comments:
May 2019	