

TOWN OF MANCHESTER
POSITION GUIDE

Title: Community Health Nurse
Department: Health Department
Reports To: Director of Health

NATURE OF WORK

Under general direction of the Director of Health, plans, supervises and provides public health services of a clinical, research and/or educational nature.

ESSENTIAL FUNCTIONS

Provides required investigation and follow-up of communicable disease reports, makes referrals to Manchester Public Health Nursing Association for home visits, conducts studies of suspected disease outbreaks, serves on infection control committees of hospital and nursing homes.

Develops and maintains monitoring systems for disease and causes of death, including data collection and analysis.

Assists with needs assessments, epidemiological or statistical studies relating to the health of the community, consults with the medical advisor and other Human Services Department staff regarding study topics, methods and results.

Assists contract physician to provide employee health services, sets up clinics, gathers information for pre-employment physicals and Workers' Compensation cases. Provides nursing services such as giving tetanus boosters to employees.

Provides liaison with other Human Services Department programs, community agencies and school health programs, may oversee clinical services, or provide nursing review for monitoring by Human Services Administrator.

Provides technical information and referrals for the public regarding disease, disability, prevention, treatment resources and appropriate services.

Provides health education and information for groups and individuals with diversified public health needs. Develops guides, manuals and teaching aids.

OTHER FUNCTIONS

May provide training on a variety of health related topics.

Serves as liaison to other Town Departments or committees regarding safety regulations, EAP referrals and other health issues.

Performs other duties as assigned.

Community Health Nurse (cont.)

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of current nursing principles and practices.

Ability to analyze data to determine patterns of health and illness in the community and recognize the impact of various environmental, cultural and social influences of these patterns.

Knowledge of the causes, transmission, treatment and control of communicable diseases.

Ability to develop a plan to meet identified health problems with an individual, family, group or community focus.

Ability to express ideas and provide information in oral or written form to other professionals and to the general public.

Ability to establish and maintain effective working relationships with employees, the public and other community agencies.

Strong statistical skills.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator.

Must be able to see objects closely, as in typing a report; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Ability to work in a professional manner with co-workers, customers and the public at large.

May be exposed to: blood, body tissues or fluids; hazardous waste materials other than blood, body tissues or fluids; toxins, cytotoxins or poisonous substances; hazardous chemicals; dust, electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Nursing with an active license to practice in Connecticut and a minimum of two (2) years' of experience in a public or community health program. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

Community Health Nurse (cont.)

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.