

## NORTH SLOPE BOROUGH JOB DESCRIPTION

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<b>Job Title:</b>	Public Health Nurse I	<b>Job Number:</b>	29-1111-PHND		
<b>Department:</b>	Health & Social Services	<b>Division:</b>	Physical Health/PHN		
<b>Reports To:</b>	Program Coordinator-PHN	<b>Supervises:</b>	Non-Supervisory		
<b>Type of Borough Service:</b>	Classified	<b>Safety Sensitive:</b>	No	<b>Federal Testing:</b>	No
<b>FLSA Classification:</b>	Exempt-Learned Professional	<b>Work Schedule:</b>	Full-Time		
<b>Worker's Compensation Class Code:</b>	8835	<b>Date:</b>	May 2005		
<b>Pay Range</b>	28	<b>Pay Minimum:</b>	\$2,243.60 Bi-weekly		

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### Summary or Purpose:

Provides basic public health nursing services in the examination, assessment and treatment of patients to promote, maintain and restore good health in support of the goals of the Department.

### Essential Duties and Responsibilities:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Develops skills in the techniques required to provide medical assessments, treatments and counseling to residents within scope of authority.

Assists in providing consultation and nursing services to special patient categories; provides general and special health counseling, patient care instructions, and treatment services, and family planning counseling.

Assists in providing infant and child health assessment, screening and immunization services; educates parents on child development issues and refers clients to other community services.

Supports and enhances the patients' physical and emotional stability; explains nature of illness, plan of care, procedures and treatments to patients, family and significant others

Prepares correspondence, referrals, social histories, narrative nursing activity reports; updates and maintains a variety of files, records, charts and other documents; gathers, compiles and synthesizes data; maintains appropriate records, prepares reports as required, and maintains patient confidentiality.

Presents outreach programs; talks to community groups regarding program services.

Confers and collaborates with other professionals to provide continuum of care.

Presents patient and family teaching programs based on identified health care goals.

In the event of an emergency, will follow responsibilities as outlined in the North Slope Borough and program policies and procedures and the CEMP manual.

Respect clients by recognizing their rights and maintaining confidentiality, including HIPAA requirements.

Protect self, co-workers and consumers by following policies and procedures to prevent the spread of blood borne and/or airborne diseases.

Travel to the villages within the North Slope Borough.

May be required to work a non-traditional work schedule to include evening, holidays and weekends and may be subject to 24 hour on-call status.

Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

Knowledge of Department and Borough policies and procedures.

Knowledge of nursing principles and practices of Health teaching, counseling and interviewing.

Demonstrated work experience using PC and common software applications.

Knowledge of local community resources.

**Education, Experience, Certifications and Licenses Required:**

Bachelor's Degree in Nursing from an accredited institution, Registered Nurse in Alaska and remain active with all State of Alaska licensing requirements; Name-check criminal background investigation conducted by the Alaska Department of Public Safety, or the state from which the individual is currently residing, Ability to lift 35 to 50 pounds regularly and Valid Alaska driver's license that meets North Slope Borough insurance criteria.

**Job Evaluator Compensable Factors:**

None Assigned

<b>Prepared or Revised by:</b>	<u>Rhoda Ahmaogak</u>	<u>5-17-05</u>
	Rhoda Ahmaogak, Division Manager	Date
<b>Approved:</b>	<u>Dorcas Thompson</u>	<u>5-25-05</u>
	Dorcas Thompson, Director of Personnel	Date

**THE NORTH SLOPE BOROUGH IS AN ALCOHOL AND DRUG FREE WORKPLACE.**

This Job Description reflects North Slope Borough's best effort to describe the essential functions and qualifications of the job described. It is not exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates that you have read this Job Description and understand the essential functions and essential qualifications of the job.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date