



Health Program Nurse RN- ASN/PHN-BSN

FLSA: Exempt	Bargaining Unit/Contract: MCPE	Reports to: Department Head
Location: Bridgeport/Mammoth Lakes	Salary/Level: 80-82	Position Type: Full-Time
EEO Category: 2	BOS approval Date: 06/2024	Last Revision: 04/2024

About the role

As a Health Program Nurse under general direction, plans, organizes, coordinates, conducts and evaluates one or more public health programs through a multidisciplinary team approach. Performs public health nursing duties in offices, clinics, community settings, and homes, and other related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class hold a Registered Nurse License and may supervise subordinate staff.

CLASSIFICATIONS SUPERVISED:

May directly supervise staff or provide lead direction as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Duties may include but are not limited to the following:
 - Plans, organizes, conducts, and evaluates one or more public health programs.
- Develops and/or adapts public health programs in coordination with the California Department of Public Health (CDPH) and granting agencies.
- Assesses individual and community health needs to direct program services; prepares appropriate reports.
- Coordinates any necessary committees in the program area using a multidisciplinary team approach.
- Represents the Health Department on committees as necessary.
- Advocates with leadership groups and elected leaders for the advancement of public health policy through community collaboration.
- Plans and implements ongoing information updates with medical providers, hospitals, community-based agencies, social and health service agencies, educational agencies, and the community as related to the programs.
- Communicates local health needs to community leaders, agencies, and the public; assist in program budget development and management.
- Identifies, plans, and directs staff in-service training and education and supervision of subordinate staff.

DESIREABLE QUALIFICATIONS

Knowledge of:

- The principles and practices of public health administration.
- Specifics of assigned program area.
- Program planning and development.
- Health education methods and materials.
- Principles and practices of public relations and group dynamics.
- Community agencies and resources.
- Funding sources, program evaluation, and fiscal management.
- Principles of employee supervision and personnel practices.

Ability to:

- Apply the principles and techniques of community organization.
- Coordinate activities and secure support of diverse community groups.
- Plan, coordinate, and implement an effective countywide education program.
- Stay current with technical information related to the program.
- Speak effectively to diverse audiences of professionals and the public.
- Develop and deliver training for professional staff.
- Prepare reports, program policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Use computers.
- Maintain confidentiality.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Experience in Public Health or Public Administration is highly desirable.
- Possession of an associate or bachelor's degree in public health, Public Administration, Nursing or a related field.

MINIMUM REQUIREMENTS

- Post-graduate coursework in Public Health, Public Administration, or a related field.
- Possession of an active Registered Nurse (RN) license through the California Board of Registered Nursing. In addition, any combination of training and experience, including a Public Health Nurse Certificate, which would provide the required knowledge will be considered.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office, school, or institutional environment; exposure to communicable diseases and bio-hazardous waste; frequent contact with staff and the public. Incumbents may be required to drive in remote areas of the County in all weather conditions. All Mono County employees are Disaster Service Workers in the event of a disaster.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.