



## VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

### COMMUNITY HEALTH NURSE – PART-TIME

*EFFECTIVE DATE: 1/1/2006*

<b>DEPARTMENT:</b> Health & Human Services	<b>WORK LOCATION:</b> Village Hall		<b>FLSA STATUS:</b> Non-exempt
<b>CLASS CODE:</b> 1720	<b>RANGE:</b> 18	<b>PENSION:</b> None	<b>UNION:</b> None
<b>REPORTS TO:</b> Nursing Supervisor	<b>LEVEL OF SUPERVISION RECEIVED:</b> General direction		<b>LICENSE/CERTIFICATES:</b> Current Illinois license as a Registered Nurse, CPR Certification, valid Class D driver's license

**SUMMARY:**

Responsible for nursing services within the Village of Hoffman Estates. Responsible for performing the duties of a registered nurse at adult health clinics and immunization clinics. Coordinates with Nursing Supervisor to write health policies and procedures as they relate to health clinics and services. Participates in planning meetings and in-service trainings. Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Provides professional nursing services at community and employee adult health clinics and the Village of Hoffman Estates Children's Clinic, Baby Clinic and other health/immunization clinics.	Monthly 30%
2.	Coordinates with Nursing Supervisor and the Prevention and Wellness Team to provide health education. Collaborates with HHS and other Village departments to develop and deliver new programs for employees. Actively participates on relevant department teams.	Monthly 20%

3.	Cleans and calibrates equipment.	Monthly 10%
4.	Restocks and maintains employee medication, First Aid Kits, medical cart, and nursing and clinic supplies.	Monthly 10%
5.	Performs vaccine count	Monthly 10%
6.	Inventories nursing and clinic supplies	Monthly 10%
7.	Coordinates with Nursing Supervisor to write policies and procedures and provides forms needed to insure consistent, effective documentation and delivery of services.	Monthly 10%
8.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Assists at special events, such as Community Wellness Day, senior citizen events and health fairs.
2.	Coordinates with Nursing Supervisor to ensure that the department complies with requirements as a field-training site for students in professional nursing programs. Coordinates with the Nursing Supervisor to supervise nursing students assigned to fieldwork training.
3.	Attends meetings of the nursing staff, meets with the clinical supervisor, and attends mandatory in-service training.
4.	Prepares monthly reports, correspondence and publicity
5.	Coordinates with Nursing Supervisor to develop or schedule public health trainings for staff and trainees.
6.	Collaborates with nursing supervisor regarding multi-year budget with specific requests for upcoming year.
7.	Collaborates with Nursing Supervisor to develop a vision and annual goals for Department health services and programming. Regularly reviews goals and develops strategies to meet health goals.
8.	Performs other duties, tasks, and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or diploma from an accredited nursing school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)
- \_\_\_\_\_ Degree or coursework should be in...

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- \_\_\_\_\_ Specialized applications:

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Fluency in foreign language skills is:
- A Plus
  - Preferred
  - Required

**Required Language:**

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

1. Planning/organizing – Prioritizes and plans work activities; uses time efficiently.
2. Understands and appropriately follows department procedures regarding the requirements of the Blood borne Pathogens Act, the Illinois Confidentiality Act, and the Health Insurance Portability & Accountability Act.
3. Able to draw up vaccine in measured does, prepare vaccination site, and administer vaccine by injection according to department procedures.
4. Knowledgeable about vaccine-preventable diseases and able to screen clients for immunizations.
5. Able to use medical screening machines, e.g., blood sugar, blood pressure, hemoglobin, cholesterol, thermometer and cholestech.
6. Knowledgeable about and able to apply proper techniques in use of CPR and AED.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>  X  </u>	_____
Walks	_____	<u>  X  </u>	_____	_____
Sits	_____	_____	<u>  X  </u>	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u>  X  </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>  X  </u>
Reaches with hands and arms above shoulder	_____	<u>  X  </u>	_____	_____
Climbs or balances	<u>  X  </u>	_____	_____	_____
Twists or turns	_____	_____	<u>  X  </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>  X  </u>	_____	_____
Pulls, pushes, or carries	_____	_____	<u>  X  </u>	_____
Talks or hears	_____	_____	_____	<u>  X  </u>
Tastes or smells	_____	<u>  X  </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u>  X  </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>  X  </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	<u>  X  </u>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>  X  </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>  X  </u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

<b>20/20</b>
<b>Enter specific vision requirement here</b>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

**(mark all 15 conditions)**

<b><u>Environmental Conditions</u></b>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_