



## CLASS SPECIFICATION

**Class Title:** Lead Community Health Nurse  
**Department:** Health  
**FLSA:** Non-exempt

**Class Code:** 5571  
**Grade:** 24  
**Eff. Date:** 01/24/1992  
**Revised:** 10/19/2018

### GENERAL PURPOSE

Under general guidance and direction of a Division Director and Bureau Manager, performs as lead nurse of a specialized nursing program for Davis County.

### EXAMPLE OF DUTIES

Functions as a lead nurse over assigned department programs (i.e., maternal/child health, communicable disease, epidemiology, immunizations). Ensures day-to-day program activities are completed efficiently and effectively. Maintains an active workload of disease investigations.

Oversees and monitors specified programs; implements program activities; participates in quality improvement and performance management efforts; assists with managing clinic inventory, including medications, vaccines and laboratory supplies; relays concerns and questions to the Division Director or Bureau Manager.

Assists with staff oversight, including assignments and performance feedback. Provides guidance and support to other staff members, committees, and task forces. May act in the absence of other division leadership. Assumes leadership role during disease outbreaks or public health emergencies.

Develops and maintains relationships with community partners and state and local health departments. Represents the division and bureau on external committees and meetings. Delivers presentations to public audiences.

Provides nursing care applicable to specified program responsibilities, including administering parenteral and oral medication treatment, phlebotomy, collection and submission of specimens for testing, administering vaccinations, conducting nursing assessments, evaluating and interpreting laboratory results, and following written/verbal orders. Ensures nursing duties are conducted in accordance with nursing laws and scope of practice.

Recommends policies and procedures governing specified program; develops rules and regulations for implementation; develops, contributes, and reviews plans and reports.

Attends specialized training, conferences and seminars related to specialized programs. Assists with staff training.

Maintains appropriate records of all community health services; conducts audits and chart reviews regularly and communicates findings to division leadership.

Assists with other department responsibilities and performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from an accredited nursing college or university, plus three (3) years of related full-time experience as a registered nurse. An acceptable combination of education and experience may be considered.

**Preference for** at least two years of nursing experience directly related to communicable disease.

**2. Other Requirements:**

Must possess and maintain a valid and current Registered Nurse License issued by the Utah Division of Occupational and Professional Licensing.

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills, and Abilities:**

**Knowledge of:** nursing theory and practice; Health Department nursing functions and policies, procedures, and practices; community health resources; epidemiology and communicable disease control; sanitation practices; nutrition.

**Skill in:** operating all applicable computer hardware and software applications, including Microsoft and Google applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** apply knowledge of proper nursing theory and practices to specific conditions; provide skilled nursing care; create and maintain organized and accurate medical records; set priorities and exercise sound judgment regarding caseload; recognize community health needs and concerns of patients; develop and maintain constructive health relationships in providing community health services; enter/extract data from various databases; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, patients, community agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities**