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## **POSITION DESCRIPTION**

### **JOHNSON COUNTY COMMUNITY HEALTH SERVICES**

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**JOB TITLE:** Registered Nurse

**DEPARTMENT:** Public Health

**DATE:** January 2026

**FLSA STATUS:** Non-Exempt

**IMMEDIATE SUPERVISOR:** Public Health Nurse Manager

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#### **Position Summary:**

The Public Health Registered Nurse provides professional nursing services to individuals, families, and population groups through clinic-based care, home visits, case management, and community health initiatives. Nursing actions are directed toward the goals of disease prevention, risk assessment, risk reduction, health promotion, and improvement of health status for individuals, families, and communities. This position is responsible for the provision and promotion of DHSS programs and local public health services, ensuring compliance with state and federal guidelines, contractual requirements, and DHSS standards in designated programs.

The Public Health RN performs clinical assessments, administer immunizations, conducts screenings, provides patient education, participates in communicable disease investigation and surveillance, and supports emergency preparedness and response activities. Work is performed with a high degree of independence within established policies, federal and state laws, nursing standards, and program guidelines. Nursing functions are carried out under medical direction and include collaboration with healthcare providers, community partners, and agency staff to support the overall mission of protecting and improving community health.

#### **Essential Functions:**

- Provide professional nursing services, including assessment, planning, implementation, and evaluation of care for individuals, families, and population groups.
- Conduct home visits and clinic-based care, delivering patient-centered interventions, health education, and support for disease prevention and health promotion.
- Administer medications safely, maintaining awareness of proper drugs, dosages, schedules, and administration sites; provide patient education regarding medications.
- Maintain drug inventories for assigned clinics, placing orders as needed and ensuring accuracy, timeliness, and proper documentation.
- Coordinate the operation of assigned clinics, ensuring supplies are adequate and overseeing support staff functions with professionalism.
- Schedule patient follow-ups and ensure confidentiality in all patient interactions.
- Complete accurate and timely chart documentation, monthly reports, and program-specific records.
- Maintain awareness of HIPAA requirements and program/grant-specific regulations; ensure compliance and confidentiality in all activities.
- Participate in communicable disease investigations, surveillance, and reporting; support emergency preparedness and response activities, including vaccination or dispensing clinics.
- Provide consultation to healthcare providers, patients, and community resources, coordinating clinics and offering guidance as needed.
- Maintain current knowledge of public health nursing practices, continuing education, and professional standards.

- Develop, implement, and participate in public health programs, community outreach, and health promotion initiatives; evaluate outcomes to determine effectiveness and make improvements.
- Assess the educational needs of the community and prepare, present, and evaluate educational programming, making adjustments to improve effectiveness.
- Provide case management for clients with chronic conditions or special health needs, coordinating care with healthcare providers, community resources, and social services.
- Collaborate with medical direction, agency staff, community partners, and other stakeholders to improve health outcomes and ensure continuity of care.
- Perform other duties as assigned to meet public health objectives and departmental goals.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Johnson County Community Health Services related duties requested by their supervisor, subject to reasonable accommodation.

### **Qualifications:**

- Graduate of an accredited nursing program.
- Currently licensed to practice as a Registered Professional Nurse (RN) by the Missouri State Board of Nursing.
- Must have a valid Missouri driver's license and maintain proof of appropriate vehicle liability insurance.
- Bachelor's degree in Nursing (BSN) preferred; Associate degree in Nursing (ADN) required.
- Minimum of two years of professional nursing experience, preferably in public health, community health, or population-based care.
- Certification in CPR/BLS.
- Completion of the Family Care Safety Registry maintained by the Missouri Department of Health and Senior Services.
- Successful completion of criminal background checks and Employee Disqualification List requirements.
- Knowledge of public health principles, disease prevention, health promotion, and nursing care for individuals, families, and communities.
- Familiarity with DHSS programs, state and federal regulations, and program/grant compliance requirements.
- Knowledge and experience with medication administration, including drug types, dosages, scheduling, and patient education.
- Experience with case management, patient assessment, and coordination of care across healthcare and community resources.
- Ability to maintain confidentiality, adhere to HIPAA requirements, and comply with professional, ethical, and regulatory standards.
- Strong verbal and written communication skills for patient education, provider consultation, documentation, and public presentations.
- Ability to work independently, prioritize tasks, and manage time effectively in clinical, field, and programmatic settings.
- Proficiency in documentation, recordkeeping, and reporting for clinical services and public health programs.
- Commitment to continuing education and maintaining current knowledge of public health nursing practices, clinical skills, and program requirements.

- Ability to participate in emergency preparedness and response activities, including vaccination or dispensing clinics and community outreach.

### **Skills and Abilities:**

- Strong knowledge of the principles, practices, and techniques of professional nursing, with the ability to apply these using initiative, sound judgment, and resourcefulness in community health settings.
- Ability to establish and maintain effective interpersonal relationships with patients, families, co-workers, supervisors, and the general public; respond to questions and concerns with tact, discretion, and professionalism.
- Ability to work collaboratively with agency staff and supervisors while maintaining harmonious working relationships in both office and clinical environments.
- Knowledge of federal and state laws, regulations, and applicable Department of Health program guidelines, with the ability to interpret and apply these to agency programs and individual patient care.
- Familiarity with available community health resources and ability to apply problem-solving techniques to meet patient and community needs.
- Ability to transport self to, access, and navigate a variety of community settings and county-wide residential homes; capable of lifting or assisting clients as needed to provide nursing care.
- Computer proficiency essential, including ability to read, analyze, and interpret instructions provided in written, oral, diagram, or schedule form.
- Ability to perform duties in a variety of settings, including outdoor and clinical environments, and work effectively with clients of all age groups.
- Strong clinical reasoning, patient education, and case management skills, including the ability to assess, plan, implement, and evaluate nursing interventions and public health programs.
- Ability to participate in emergency preparedness and response activities, including vaccination or dispensing clinics, drills, and community health initiatives.

### **Working Conditions:**

- Work is performed in a variety of settings, including office, clinic, home, and community environments.
- Frequent travel to patient homes, community sites, and county-wide locations is required; employees must be able to transport self safely and access a variety of settings.
- Exposure to outdoor weather conditions, including temperature extremes, rain, or other environmental factors during home visits or community outreach.
- Interaction with clients of all ages and backgrounds, including individuals with diverse health needs and potentially challenging behaviors.
- Potential exposure to communicable diseases, medications, and other health-related hazards inherent in public health nursing practice.
- Requirement to participate in emergency preparedness and response activities, including vaccination or dispensing clinics, drills, and other public health emergencies.
- Work may require occasional extended hours, evenings, weekends, and on-call duties as needed for public health programs or emergency response.
- Office work includes computer use, documentation, reporting, and collaboration with agency staff and community partners.

- Work demands adaptability to changing environments, tasks, and patient needs in both field and clinical settings.

### **Physical Requirements: .**

- Ability to move throughout clinics, offices, and community settings, including walking, climbing stairs, and navigating uneven terrain during home visits.
- Physical agility to maneuver in tight spaces, patient homes, and various field environments.
- Strength to lift, carry, and assist patients or equipment as needed, up to 40 pounds.
- Dexterity of hands and fingers for administering medications, performing clinical procedures, and using office equipment.
- Physical balance and coordination to safely perform nursing tasks, including patient transfers and emergency interventions.
- Endurance to perform work tasks for extended periods, including standing, walking, or sitting as required.
- Ability to bend, reach, and maneuver around furniture, equipment, and patients in both clinic and home settings.
- Vision and hearing are sufficient to safely provide patient care, administer medications, complete documentation, and communicate effectively with patients, families, and staff.
- Ability to perform keyboarding, use standard office equipment, and accurately read and interpret written or electronic materials.

### **Cognitive Requirements:**

- Apply critical thinking and clinical judgment to assess patient needs, plan and implement care, and evaluate outcomes.
- Analyze complex health data, trends, and public health information to identify risks, determine interventions, and inform community health planning.
- Maintain attention to detail for accurate documentation of patient care, medication administration, program reporting, and regulatory compliance.
- Retain and recall technical knowledge of nursing practices, DHSS programs, public health standards, and federal/state regulations.
- Prioritize multiple tasks and adapt quickly to changing circumstances, including patient needs, program requirements, and emergency situations.
- Exercise sound decision-making under stress, including during communicable disease investigations, home visits, and public health emergencies.
- Communicate complex health information clearly to patients, families, staff, and community partners.
- Evaluate outcomes of patient care, public health programs, and educational initiatives to determine effectiveness and implement improvements.
- Coordinate and supervise staff or support personnel as needed, providing guidance, feedback, and professional development opportunities.

I have received, read, and understand the job description for the position of Public Health Registered Nurse. I understand the duties, responsibilities, and requirements of this position and agree to perform the job to the best of my abilities.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Name (Printed):** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_