

# **CLINICAL SERVICES NURSE**

**Division:** Knox Community Health Center  
**Immediate Supervisor:** Director of Operations  
**Bloodborne Pathogen Risk Classification:** 1  
**Fair Labor Standards Act (Exempt Status):** N/E  
**Salary Schedule Pay Grade:** 5

**Updated: March 2010**  
**Reviewed: December 2016**

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As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

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## **Summary of Duties:**

1. Uses learned public health nursing practice, theories, and principles to provide direct services to individuals, families, special groups, and schools in clinic, home and community environment in the Community Health Center.
2. Utilizes knowledge in appropriate referral systems and acts as a facilitator to complete referral process.
3. Completes the required documentation of patient care for records and documents as required by the agency's billing process and according to grant guidelines.
4. Maintains statistical data as required.
5. Provides professional nursing care according to physician's orders in conformance with recognized nursing techniques and procedures, established standards and administrative policies of the Health Department and the Community Health Center.
6. Performs all other duties as assigned.

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## **Minimum Qualifications:**

Certification of graduation from an accredited school of nursing; and a minimum of Illinois license as a Licensed Practical Nurse.

Requires a keen interest in community health issues and knowledge of professional nursing theory and practice.

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**Essential/Non-Essential Functions:**

Under supervision performs public health and clinical nursing duties, demonstrates an ability to execute independent judgments relating to multi-dimensional family or community problems.

**Essential/Non-Essential Functions cont.**

Demonstrates ability to perform nursing procedures professionally and in a non-judgmental manner while maintaining biohazard precautions, and displays compliance while enforcing OSHA Bloodborne Pathogen Standards.

Able to perform all nursing activities with skill, proficiency, and professionalism. This includes, but not limited to, administration of injections, blood draws, and nursing assessments. Demonstrates the ability to utilize nursing theory, converting it into practice.

Under general supervision, demonstrates ability to perform public health and clinical nursing procedures and practices while maintaining ability to work independently and as part of a team.

Ability to apply general nursing techniques and practices.

Capability to handle multiple assignments or tasks each day.

Ability to seek out new knowledge through continued education and independent study.

Ability to execute independent judgments.

Ability to organize and prioritize multiple tasks and follow oral and written directions in detail.

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**Physical/Mental Attributes:**

Requires the ability to perform thorough patient assessments, utilizing tactile, visual, and auditory senses. Must be able to walk, stand, and manipulate medical instruments in completion of tasks.

Must have a valid driver's license and be able to drive a vehicle.

Must be efficient and able to organize and prioritize multiple tasks. Works well independently and as a team member. Handles assigned tasks with minimal supervision. Demonstrates the ability to develop therapeutic relationship with clients, and professional relationships with co-workers and staff from other agencies.

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**Performance Standards:**

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

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Administrator Signature

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Signature

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Employee