

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Local Health Nurse Specialist		
TITLE CODE: 2126	SERIES: Nursing Series	
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$16.89-\$21.42	
	GRADE: 20	
	SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.	
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Nurse Supervisor or other appropriate staff.		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under limited supervision provides decreasing amount of time with direct client care, but an increased amount of time serving as a primary resource person and consultant for an assigned area, such as Risk Management, OSHA, HIPAA or Quality Assurance, etc. Serves as a primary resource person regarding agency, state, local and federal standards, regulations and documentation requirements for the assigned area. Requires the independent application of experienced judgment and skills. Participates in Bioterrorism and Emergency Preparedness activities.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements

EXPERIENCE: Two (2) years of Registered Nurse (RN) experience.

SUBSTITUTION CLAUSE: None

EDUCATION: N/A

EXPERIENCE: BSN may substitute for one (1) year required experience. Master's Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for the two (2) years experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must have RN license in Kentucky or compact state.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

Must have RN license in Kentucky or compact state. Must complete required annual updates.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides overall management and guidance to specifically assigned area; assures that agency and staff have needed equipment and information in order to comply with assigned area's rules and guidelines; provides advice, counsel and instruction to nurses and other staff members on both work and administrative matters pertaining to assigned area; as needed, develops and conducts educational counseling and teaching activities; prepares reports for assigned area, as indicated, for local or state agencies; on a limited basis may provide basic nursing care to the client consistent with the Core Clinical Service Guide (CCSG), Nursing Scope and Standards of Practice, established policies, procedures and licensing laws; documents services provided according to the CCSG and Administrative Reference (AR); maintains confidentiality and privacy per guidelines; on a limited basis, may serve as working supervisor to assigned staff consistent with the KY Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the clinic.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/07

DATE OF LAST REVISION: 07/01/14

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

