

Title: Occupational Health Nurse
PG: 47
Status: Civil Service
Position Reports to: Director of Risk Management
Department: Risk Management

Class Code: 2053
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a professional position in occupational health nursing, responsible for coordination of City employees' work related illnesses or injuries as well as required screenings, immunizations, and pre-employment physicals. An employee in this class performs generalized nursing work in conjunction with coordination of an employee and a clinical facility. Work involves the maintenance of treatment facility, equipment, and supplies in proper condition and order. Duties include working closely with ill or injured employees, supervisory personnel, and consulting physicians. General direction is received from the Director of Risk Management and occasional consultation with City's physician.

ESSENTIAL FUNCTIONS:

1. Coordinates services in the event of employee injury or illness to accomplish management of care through referral to appropriate medical facility. Implements nursing procedures and techniques including instruction in compliance with physician's orders.
2. Communicates with appropriate personnel concerning the condition, progress, and estimated duration of absence of the employee, as well as possible work modification.
3. Maintains accurate reporting and recording of all accident and medical problems including Workers' Compensation and insurance claims.
4. Performs pre-employment medical screening on all prospective employees.
5. Supports and assists employees and their physician in health maintenance and achievement of return to work status.
6. Dispenses medications authorized by physicians and gives tetanus injections as needed or when authorized by private physicians.
7. Maintains first aid supplies for First Aid Kits and for the employee treatment center.
8. Performs and/or supervises the keeping of employees' health records.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles and practices of occupational and public health nursing.
2. Knowledge of the techniques necessary to maintain an efficient employee health facility.
3. Knowledge of current medical and Workers' Compensation state laws and the ability to interpret and apply them.
4. Knowledge of community resources relative to physical and mental care.
5. Ability to evaluate illnesses and injuries, administer first aid for minor injuries or, on examination, make proper physician referral.
6. Ability to assist employees, physicians, and insurance representative in proper processing of Workers' Compensation claims.
7. Ability to establish and maintain effective working relationship with co-workers, other City employees and the general public.
8. Ability to maintain records and compile statistical reports.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from a recognized School of Nursing.
2. Two (2) years of experience as a professional nurse in the industrial or public employment field.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Licensed as a Registered Nurse in the state of Florida.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.