

**Classification Title: Nurse**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Provide nursing services in a clinical, mental health or community setting which may include assessment, obtaining vital signs, emergency and non-emergency treatment as indicated or directed. May provide assessment and treatment based on protocol. Assists physicians and providers in dispensing medications, testing and collection, charting results and maintaining data and medical records appropriately.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Records and/or reviews basic medical information and history. Triage patients for services. Records information and current medical needs and provides to physicians. Provides technical support to physicians.
2	L	Performs basic physical exams. Provides patient education, counseling, information on preventive care and screenings and anticipatory guidance. Determines nursing diagnosis, medication therapy, and/or treatment according to protocol. Administers immunizations and other injections.
3	S	Participates in community outreach activities and follows up with patients. Presents programs to community groups and schools. Responds to emergency disasters and/or communicable disease outbreaks.
4	S	Develops service and treatment plans and coordinates treatment with ancillary providers and services. Reassesses and evaluates plans to ensure client needs are met.
5	S	Documents case records and prepares documentation related to services or treatment provided.

**CLASSIFICATION REQUIREMENTS:**

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Education	Graduation from an accredited school of nursing.
Experience	None.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	No
Certification and Other Requirements	Eligibility for licensure to practice as a Registered Nurse as issued by the North Carolina Board of Nursing. A valid driver’s license and a “safe” driving record may be required.
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Basic medical tools and screening equipment and supplies, calculator, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1)
- (2) Community settings.

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, masks, lab coat