

CITY OF GLENDALE

TITLE: Occupational Health & Wellness Nurse **CLASS CODE:** 382

REPORTS TO: Risk Manager **GRADE:** 24

DEPARTMENT: Human Resources **FLSA:** E

JOB DESCRIPTION DATE: June 2, 2010 cm

JOB SUMMARY

Provides professional level occupational health and wellness services to City of Glendale employees. Incumbents are responsible for the triage, treatment and documentation of occupational injuries, exposures and illnesses.

ESSENTIAL FUNCTIONS

1. Assists in the development and delivery of occupational health and wellness services to City of Glendale employees. Provides health education, referrals and resources to help employees develop and maintain healthy lifestyles and encourage healthcare issue awareness. May be requested to develop and present classes in first aid procedures and techniques, cardiopulmonary resuscitation (CPR), health education, or related topics to employees.
2. Reviews pre-employment medical history questionnaires and performs physical screenings to identify conditions which may warrant further medical examination or evaluation. Perform pre-employment physical screenings.
3. Reviews medical reports regarding employee limitations and coordinates return to work with employee, supervisor, and appropriate human resources staff. Communicates regularly with treating physician's office and/or clinic regarding each employee's work status, scheduled appointments, and other appropriate information for work-related injuries.
4. Determines the extent or seriousness of injury or illness, and provides follow-up care or referral of the employee to a physician or other health care provider for work related and non-work related injuries and illnesses.
5. Maintains confidential employee medical records; files and records related to drug screenings; and records of injuries reported.
6. Administers immunizations and tuberculosis skin tests to employees who require annual screening. Maintains immunization records and sends reminders to employees on required booster shots.
7. Maintains Occupational Health Services medical supplies and equipment per OSHA regulations; maintains and updates an Occupational Health Office orientation manual as changes occur in City policies.
8. Communicates regularly with staff in the Safety and Risk Management Division of Human Resources; communicates with the third party administrator for the Worker's Compensation program as necessary.

SECONDARY FUNCTIONS

9. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Professional nursing principles and procedures
Current trends and practices in occupational health and wellness programs
Applicable laws and regulations related to position including HIPAA and applicable OSHA requirements

Ability to:

Skillfully administer injections
Function independently
Develop and present health education and related classes
Read and interpret medical reports
Appropriately counsel employees regarding health care
Maintain accurate and confidential records
Communicate effectively, both orally and in writing
Operate a personal computer and software necessary for the performance of duties

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in Nursing and two years of corporate and occupational health nursing experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Possession of current Arizona RN License. Must maintain license for the duration of employment.
Possession of current CPR/First Aid certification. Must maintain certifications for the duration of employment.