



CITY OF NEW ORLEANS

## DEPARTMENT OF HEALTH STAFF JOB DESCRIPTION

**Employee Name:** [Click here to enter text.](#)

**Working Title:** Public Health Nurse

**Civil Service Title and Class Code:** Public Health Nurse III – C5132

**Division/Unit:** Public Health Emergencies & Environmental Health Unit

**Salaried (Exempt) or Hourly (Non-exempt):** Salaried (Exempt)

**Immediate Supervisor:** Meredith McInturff, MPH

**Revised Date:** 08/22/2025

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### **I. Summary of Position**

The Public Health Nurse will be responsible for overseeing referral coordination for residents presenting to the City of New Orleans with complex care needs. This position will also support public health clinical emergency planning and infectious disease outbreak response through participation in Emergency Support Function-8 (public health and medical) planning committees and supporting department immunization initiatives.

### **II. Organizational Relationships**

**Supervisor:** Meredith McInturff, MPH – Manager, Public Health Emergencies & Environmental Health Unit

**Assignments received from:** Meredith McInturff; Dr. Jennifer Avegno

**Interacts with:** Mayor's Office of Homeless Services & Strategy, New Orleans Emergency Medical Services, New Orleans Police Department, New Orleans Fire Department, Orleans Parish Communication District, Mobile Crisis Intervention Unit, New Orleans Healthcare for the Homeless, LCMC Health, Ochsner Health, VA Health, 504HealthNet, continuum of care agencies, Metropolitan Human Services District, and the Louisiana Department of Health

**Individuals supervised:** n/a

### **III. Duties and Responsibilities**

#### **A. Core Functions (provide at least 3):**

- Oversee the clinical needs assessment and healthcare system navigation for complex medical cases of both unhoused and housed individuals within the City's multi-disciplinary Complex Needs team framework.
- Support NOHD with emergency plan development for individuals with medical needs.
- Support NOHD immunization event planning, operations, and outreach.

#### **B. Additional Responsibilities (if applicable):**

- Support NOHD's street medicine team to facilitate regular health events and basic clinical evaluation.
- Work with the Office of Homeless Services and Strategy's outreach team to evaluate unhoused individuals in the field for appropriate short-term housing referrals and placements.

#### **C. Physical Requirements, if any:**

- Will need to be able to work both indoors and outdoors in various conditions.

- May have to lift up to 50 lbs.

#### **IV. Examples of Work (provide 3-5 examples)**

- Conduct field-based assessments to identify complex care needs of individuals living in conditions that are not meeting their current health needs.
- Lead referral and follow-up efforts (through provider case conferences, patient follow-up, etc) of these individuals to services available in the New Orleans area.
- Support annual planning efforts to coordinate healthcare providers to strengthen vaccine-preventable disease immunity across New Orleans residents and visitors.
- Support emergency response efforts within the department as an essential staff member and member of the department's planning team.

#### **V. Qualifications and Skills**

##### **A. Minimum Qualifications and Skills Required by Department:**

- Bachelor's degree in nursing (BSN).
- Four years of relevant experience as a licensed Registered Nurse (RN).
- Current license as a Registered Nurse (RN) by the State of Louisiana Board of Nursing.

##### **B. Other Qualifications, Skills, and Competencies:**

- Basic Life Support (BLS) certification through the American Heart Association.
- Develops and maintains working knowledge of local, state, and national regulations and relevant specific standards of practice and appropriate regulatory entities.