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## Alabama State Port Authority Job Description

Job Title: **Staff Nurse**

Job Class: **Corporate**

Job Code: **2021107**

FLSA Status: **Exempt**

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### Job Summary

The Staff Nurse will be responsible for providing patient care in a work environment in the occupational health field. This work involves direct patient care; teaching health principles, practices, and techniques; and providing care coordination.

### Essential Functions

(Duties may not include all duties listed below, nor do the examples cover all the duties which may be performed.)

1. Maintains and acts as steward of confidential employee medical history files.
2. Coordinates pre-employment, post injury, and other medical treatment activities as required.
3. Coordinates annual wellness screening activities.
4. Assesses the health status of patients; obtains history.
5. Observes patients for deviation from normal conditions; records, reports, and interprets clients' responses and collaborates with appropriate members of the health team.
6. Provides patient care; administers over-the-counter medications per request; assists with gathering medical history; screens patients for vision and hearing.
7. Documents the medical care administered to include the date of visit, patient's vital signs, treatment received, lab work, and any other pertinent information provided.
8. Teaches and demonstrates health principles, practices, and techniques to patients and family members; develops and monitors health programs.
9. Assesses patient's medical status; refers patients to medical doctor and social service agencies as needed.
10. Serves as liaison with workers comp third party administrator and treatment providers.
11. Assists with coordination of workers compensation treatment, therapy, and nurse case management as needed.
12. Coordinates/Oversees the return-to-work process for employees on medical leave/workers comp.
13. Participates in workers compensation quarterly case review meetings.
14. Assists the designated employer representative with the administration of company and federal drug and alcohol programs.
15. Provides timely employee status updates to management.

16. Other duties as assigned.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Minimum Required Education and Experience**

	<b>Minimum</b>	<b>Focus Areas</b>
<b>Education</b>	4-year college degree	Nursing
<b>Experience</b>	5 years	Nursing experience with at least 3 years coordinating workers comp

**Substitutions allowed for Education:** Indicated education required; no substitutions allowed.

**Substitutions allowed for Experience:** Indicated experience is required.

### **Minimum Required Knowledge:**

Ability to work independently.

Experienced with direct patient care.

Effective communication and interpersonal skills.

Experience with Workers Comp.

### **Certification or Licensure Requirements**

License to practice professional nursing as issued by Board of Nursing.

### **Physical Requirements/ADA**

Prolonged periods of sitting at a desk and working on a computer. Occasionally it requires standing and lifting up to 25 pounds.