



Registered Nurse – Occupational Health Nurse # 02170

City of Virginia Beach – Job Description

Date of Last Revision: December 10, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 28

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform duties as a Registered Nurse, with emphasis on verifying duty status, vaccinations and assisting with returning employees back to work safely. Act as the primary clinical liaison for verifying employee's work duty status as they return to work from personal or work-related incidents or medical conditions and integrating them back into their respective departments. The position will operate daily under the general supervision of the Occupational Health Nursing Supervisor as the role supports clinical functions and on occasion, report directly to the Occupational Safety and Health Services Manager for special assignments.

Representative Work Functions and Responsibilities

- Perform assessments and screenings to assist in evaluating employee needs and coordinating their work status documentation with their employer.
- Provide professional resources and referral and consult with advanced clinical practitioners to ensure the provision of effective care.
- May be tasked to oversee the City's occupational vaccination program scheduling, facilitating and operating necessary shot clinics, field/site visits or offering in-clinic opportunities.
- Assess and monitor the delivery of health care to ensure the employees can safely perform their jobs or alternative placements, as a result of a work related or non-work-related medical condition or illness.
- Meet with employees to verify return to duty, assess medical recovery, return to work (RTW) barriers, physical job requirements, modified duty opportunities and the work environment.
- Accurately and concisely document case management activities, track follow up visits to Occupational Health and contact employee and Risk Management if appointment not kept.
- Maintain records to meet legal requirements and ensure continuity of care. Perform nursing interventions such as substance abuse, crisis interventions, health/wellness, EAP referrals, and address performance concerns relating to medical diagnosis or conditions which might affect work.
- Communicate restrictions and light duty status to employees and departments, and document restrictions and work status, as appropriate.
- Assist with assessment of Family Medical Leave (FML) requests for medical certifications.
- Engage Occupational Safety for assessment(s) of workplace and work practices to review ergonomics, risks, known or expected hazards and other impacts to a safe and healthy working environment.
- Identify potential occupational exposures (BBP, TB, or other infectious diseases) and provide guidance/follow-up.
- Communicate and refer to Risk Management any cases requiring additional medical services.
- Follow up on positive drug tests and make EAP referrals while working with ER for processing.
- Assist in the application of related Human Resources and Occupational Safety/Health Services medical policies and procedures relating to same.
- Recommend appropriate interventions within the scope of the Nurse Practice Act.

- Perform clinical functions to support the Occupational Health Services branch of OSHS and work under the Health Services Nursing Supervisor when tasked to support such.
- Perform other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Assessments, service and referrals are made with minimum supervision utilizing complex techniques in gathering and analyzing data regarding a human problem.
- Direct interventions using a variety of techniques in safe, timely, and orderly procedure complying with standard nursing practices and state and local standards.
- Case record procedures are followed complying with applicable standards, and reports and records regularly exceed State standards, as applicable; collaborations with employees, departments and physicians regarding services regularly exceeds standards.
- Makes many decisions independently with some decisions made after very little consultation with supervisor.
- Attend staff meetings regularly; provide active role in discussions and regularly participates in achieving goals and objectives.
- Regularly complete routine projects assigned by supervisor with minimum supervision; maintain moderate level of expertise regarding very difficult/complex human problems through moderately sophisticated training.

Minimum Qualifications

- Requires current and valid licensure as a Registered Nurse by the State of Virginia or as a part of the Compact Designation (Multi-State Privileges) and two (2) or more year's related hands-on Registered Nurse experience.
- Current CPR certification.
- Must have a current and valid driver's license.

Preferred Qualifications

- Bachelor of Science in Nursing (BSN) or Associate of Nursing (ASN) preferred.
- Certification as a Case Manager.
- Certification as Certified Occupational Health Nurse (COHN).

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- This position may require that incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, safety footwear, hard hats, safety eyewear, gloves, respirators, or other personal protective equipment (PPE) in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assignments.
- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.