

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Public Health Nurse
DEPARTMENT: Health Department
DIVISION: Public Health Nursing
WORK SCHEDULE: 7:00 a.m. – 5:00 p.m., T-Th & 7:00 a.m. – 4:00 p.m., F
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: October 1996 **STATUS:** Full-time
DATE REVISED: December 1999, August 2016; **FLSA STATUS:** Non-exempt
August 2017, February 2019

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Henry provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Public Health Nurse for the County Health Department, responsible for providing health services and designing and implementing various health programs. The public health nurse will split the designated full-time hours as follows: 20 hours per week in the role of public health nurse; 15 hours per week in the role of public health coordinator.

DUTIES:

Answers telephones and greets office visitors, determining nature of inquiry and directing to appropriate personnel.

Conducts initial and follow-up home visits and telephone consultations to various program recipients, rendering professional nursing services and making necessary clinic referrals, scheduling health care appointments, and monitoring home health care, as needed.

Administers immunizations, educates clients and parents of possible reactions, and maintains accurate medical records of all immunizations, as directed. Administers required vaccines to County employees. Ensures proper storage of vaccines, including monitoring temperatures, maintaining files and records, reviewing expiration dates, and maintaining vaccine inventory.

Conducts communicable disease case findings, including investigating and preparing reports, implementing treatment and follow-up examinations.

Conducts community health screening clinics, such as blood pressure, blood sugars, pregnancy tests, lead, hearing, lice and tuberculosis. Promotes community education regarding various health topics by providing oral and printed information to patients and office/clinic visitors.

Consults with representatives of outside health related agencies, such as Department of Public Welfare, and State Board of Health and provides nursing or nursing administration assistance, as required.

Prepares monthly progress report, compiling data of monthly nursing division activities, and submits to supervisor.

Develops, recommends, and initiates new methods of presenting and interpreting health related information to community. Assists in developing and presenting community education programs regarding communicable and preventable diseases.

Periodically performs duties of other Department personnel in their absence or as needed.

Supports and assists with other Health Department programs such as Public Health Education, on an ongoing basis. Identifies need for public health related research, and initiates, contributes to, or participates in studies, as required.

Maintains current knowledge of medical practices, public health issues by reading professional publications, attending meetings and periodically attending training seminars as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Current Indiana Registered Nurse license. Bachelor of Science in Nursing preferred. Certification in First Aid/CPR, TB testing, and STD prevention counseling.

Ability to properly use standard office equipment, including computer, printer, telephone, copier, and facsimile.

Ability to prepare accurate statistical and related reports.

Ability to operate various computer software, such as Microsoft Word, Power Point, Outlook, Excel, and other databases.

Ability to effectively examine and screen individuals, provide information, assess needs, provide treatments, and provide assistance and referrals as appropriate. Ability to properly use various medical equipment, including stethoscope, sphygmomanometer, Hemocue, glucometer, blood draw equipment, thermometer, and scale.

Ability to effectively communicate orally and in writing with co-workers, state and local health agencies, other health care providers, community service organizations, media, school personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand and follow oral and written instructions and work with others in a team environment.

Ability to physically perform essential duties of the position, including driving, sitting and/or standing for long periods, lifting/carrying objects up to 50 pounds, kneeling, crouching, bending, handling/fingering objects, and close vision.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department records and information according to State requirements.

Ability to work extended, evening and/or weekend hours as needed and travel out of town, occasionally overnight.

Ability to demonstrate a safe driving record and maintain a valid driver's license.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope, involving many variables or considerations with interrelationships difficult to ascertain. Incumbent performs according to well-established standard practices of the profession and standard Department policies and procedures. Incumbent exercises independent judgment in effectively examining, screening and assessing individual needs, and providing information, counseling, assistance and referrals.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of public health programs according to technical specifications and standard practices of the profession. Incumbent works with minimum supervision, referring to supervisor any unusual and/or unprecedented situations, such as circumstances not covered by existing policies and procedures, adverse reactions to immunizations and non-compliance of clients. Work is periodically reviewed for soundness of judgment, adherence to instructions/guidelines and compliance with Department policies and procedures.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, state and local health agencies, other health care providers, community service organizations, media, school personnel, and the public for the purpose of exchanging information, controlling and monitoring communicable diseases and providing educational programs and referrals.

Incumbent reports directly to Public Health Nursing Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, medical setting and at various residential sites, such as patient homes and institutions. Incumbent is exposed to normal hazards associated with driving, such as adverse weather conditions, and normal hazards associated with public health nursing, such as communicable diseases and blood-borne pathogens, for which universal health precautions must be followed to ensure safety of self and others. Incumbent works extended, weekend and/or evening hours as needed and travels out of town, occasionally overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Public Health Nurse for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type Name