

**POSITION DESCRIPTION
COUNTY OF WARRICK, INDIANA**

POSITION: Public Health Nurse
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: September 2020

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Warrick 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 Health Department, responsible for providing health screening, treatment, and education to the public.

DUTIES:

Investigates reports of communicable diseases according to state and Center for Disease Control (CDC) guidelines, including interviewing, educating, and testing patients and their contacts, maintaining records, communicating with/reporting to CDC, and conducting follow-up interviews. Provides patient education for disease prevention.

Monitors/maintains tuberculosis prevention and treatment program, including screening and testing adults and children, maintaining detailed records, administering medications as prescribed by physicians, conducting periodic follow-up tests, coordinating control activities in the community, and notifying medical personnel of new cases.

Implements immunization programs according to Indiana Department of Health (IDH) guidelines, including scheduling clinics, interviewing/educating patients, assessing vaccine history, determining/giving appropriate immunizations, maintaining written client records for entry on computer, and preparing/submitted monthly statistical reports to IDH as required. Monitors/ maintains current vaccine inventory, ordering as needed. Administers Vaccines for Children's Program (VFC) sponsored by the Center for Disease Control as well as VaxCare program for patients who have private insurance. Administers vaccine according to ACIP/CDC/ISDH guidelines to both children and adults.

Conducts various community health clinics, such as providing influenza vaccines, school clinics, and screenings for blood pressure, pregnancy, lead poisoning, and lice. Promotes community education regarding various health topics by providing oral and printed information to patients and office/clinic visitors and occasionally writing newspaper articles. Provides ongoing monitoring for patients with elevated lead levels until normal/acceptable levels are achieved.

Assists Department environmental health personnel as needed in testing persons exposed to environmental hazards, such as food borne and waterborne illnesses, animal diseases, and lead.

Provides nursing care in office and/or patient homes as referred by physicians and/or health agencies, including interviewing patients, making physical assessments, providing information, making referrals, and administering medications, injections and treatment as ordered.

Collects fees and provides receipts for immunizations. Verifies collections and delivers monies to Data Manager for deposit with Auditor.

Maintains current knowledge of medical practices, public health issues by reading professional publications, attending meetings and periodically attending training seminars as required. Participates in preparedness training and exercises as required. In the event of a mass immunization effort or other major health event, assists the Director of Operations as needed until the event is resolved.

Serves on various community boards/committees and works with various organizations and health care providers in delivering health services and education. Assists in implementing grants supporting various public health programs.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

License as an Indiana Registered Nurse. Experience in public health or related area preferred.

Ability to obtain and maintain CPR, Tuberculosis, and case management for lead poisoning certifications and complete annual Vaccines for Children training.

Working knowledge of and ability to make practical application of state and local public health regulations, Department policies and procedures, and accepted principles and practices of public health nursing.

Working knowledge of standard immunization practices, procedures and potential complications, with ability to effectively supervise related clinics.

Working knowledge of various medical equipment, including but not limited to, stethoscope, sphygmomanometer, scales, syringes, and phlebotomy equipment.

Working knowledge of standard English grammar, spelling and punctuation, and ability to properly use standard office equipment, including computer, calculator, fax machine, vehicle, vaccine transport coolers, digital data loggers, and other equipment as needed.

Ability to use appropriate universal health and safety precautions to avoid contamination/infection in high-risk environments.

Ability to effectively examine and screen individuals, assess needs, and provide appropriate information, treatments, assistance, and referrals.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Health, Medicaid office, Department of Family and Children Services, VaxCare, hospital personnel, local schools and businesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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 compile, collect, analyze, evaluate, and coordinate data and take action based on data analysis.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at the same time, often under time pressure.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read and interpret detailed reports.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended, weekend, and/or evening hours, travel out of town for meetings/training, sometimes overnight, and respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope, involving many variables or considerations with interrelationships difficult to ascertain. Incumbent performs duties according to well-established standard practices of the profession and standard department policies and procedures, exercising independent judgment in determining appropriate treatment or referrals for individual cases.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of public health programs according to standardized practices. Incumbent works with minimum supervision, referring to supervisor unusual and/or unprecedented situations, such as adverse reactions to immunizations. Work is periodically reviewed for attainment of objectives and technical accuracy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana Department of Health, Medicaid office, Department of Family and Children Services, VaxCare, hospital personnel, local schools and businesses, and the public for the purpose of exchanging and explaining information, coordinating health clinics, and providing health screening, treatment and education.

Incumbent reports directly to Public Health Nurse Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a medical office, patient homes, and clinics, including sitting/walking at will, standing/walking for long periods, working in extreme temperatures, near fumes, dust, odors, and dirt, and in a noisy environment and confined areas, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, handling/grasping objects, crouching/kneeling, bending/reaching, driving, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communications. Safety precautions must be taken when working with patients, for which universal health precautions must be followed to ensure safety of self and others. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended, weekend, and/or evening hours, travels out of town for meetings/training, sometimes overnight, and responds to emergencies on a 24-hour basis.

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 or Type Name