



# Public Health Nurse

<b>Reports to:</b> Public Health Supervisor	<b>Supervises:</b> N/A
<b>Department:</b> Health and Human Services	<b>Bargaining Unit:</b> AFSCME
<b>Salary Grade:</b> 11	<b>Fair Labor Standards Act Status:</b> Non-exempt

## ***Position Overview***

Under the direction of the Public Health Supervisor, the Public Health Nurse protects and promotes the health of Mower County citizens through the delivery of education and health services in accordance with local, state, and federal guidelines. Duties of this position include, but are not limited to, coordinating the care of individuals eligible for public health services; conducting public clinics to treat, screen, and prevent health concerns; investigating community health threats; preparing for public health emergencies; establishing contacts with local service providers; and educating community groups, schools, and the public on a variety of health topics.

## ***Essential Job Functions***

- 1) Provides health education and outreach in the community.**
  - a) Provides health education to individuals, families, and the community based on identified needs and desired outcomes.
  - b) Represents the county in presenting to various community groups, schools, or public gatherings concerning community health programs and initiatives.
  - c) Provides mentorship to nursing students.
  - d) Networks and builds relationships with key local agencies to advocate for target populations, facilitate provision of cost-effective coordinated services, and eliminate duplication of services to maximize community resources.
  
- 2) Delivers community health services to clients and to the public.**
  - a) Provides care coordination to assigned client cases.
    - Collaborates, coordinates, and consults with individuals and families using assessment, interactive problem solving, and evaluation to determine the best plan of care.
    - Conducts home visits to provide care coordination and case management to individuals and families in accordance with program

- requirements. Provides limited skilled nursing services (i.e. weight checks, blood pressure readings) to clients in their homes.
  - Communicates with medical care providers to ensure the continuity and coordination of client care.
  - Conducts client screenings and referrals to other health programs or external service providers.
  - Documents care coordination in client charts in accordance with grant program, state and/or federal requirements.
- b) Provides services based on identified community needs or in response to community or individual concerns.
- Participates in public health clinic activities offered to the public and offers skilled nursing services as applicable. Educates individuals on health treatment, nutrition, or preventative care as appropriate.
  - Identifies and screens clinic participants and/or public walk-ins for eligibility for public health services; makes referrals as appropriate.
  - Investigates public health concerns identified in the community and/or individual residences.
  - Participates in public health preparedness drills and exercises and may be assigned roles that include surveillance, disease investigation and outreach.

**3) Participates in public health program planning, development, and evaluation.**

- a) Participates in unit and department staff meetings. Serves as a public health representative on county committees, groups, or meetings as assigned.
- b) Engages in continuous quality improvement and strategic planning activities within the unit and/or department.
- c) Participates in trainings to ensure consistency of nursing practice within the department and to maintain knowledgeable of additions/changes to applicable rules, regulations, and recommendations.

## ***Minimum Job Requirements***

***Education/Licensure Requirements***

Bachelor's degree in nursing with a current Registered Nurse licensure and Public Health nurse certification. Requires a valid driver's license or evidence of equivalent mobility.

***Knowledge/Skills/Ability Requirements (upon entry)***

- Knowledge of local, state, and federal guidelines/statutes for public health.
- Knowledge of current principles and practices of infection control and disease prevention.
- Knowledge of available public and private community health and social service resources and their functions.
- Knowledge of public health program eligibility requirements.
- Knowledge of HIPAA and Data Privacy laws and the Nurse Practice Act.
- Knowledge of family systems, social systems and dynamics.

- Knowledge of healthy child and family development.
- Skills in decision making and problem solving.
- Skills in effective communication; both orally and in writing.
- Skills in leadership and mentoring staff.
- Skills in prioritization and manage time productively.
- Skills in applying principles of quality assurance/quality improvement.
- Ability to work in the community setting and to effectively utilize appropriate resources and services.
- Ability to establish and maintain cooperative relationships with agency staff, representatives of other agencies, clients and the general public.
- Ability to identify and eliminate duplication of service.

## **Working Conditions**

*The physical demands described below are representative of those that must be met in order to successfully complete essential job functions. In compliance with the Americans with Disabilities Act, reasonable accommodations will be considered.*

<i>Employee is required to</i>	<i>Infrequent/ Never</i>	<i>Occasional (1-33%)</i>	<i>Frequent (34-66%)</i>	<i>Continuous (67-100%)</i>
Lift/carry up to 10 lbs			✓	
Lift/carry up to 25 lbs		✓		
Lift/carry up to 50 lbs	✓			
Lift/carry over 50 lbs	✓			
Stand/walk		✓		
Sit			✓	
Kneel/squat/climb	✓			
Twist/bend		✓		
Drive		✓		
Reach above shoulder level	✓			
Oral communication (speaking and/or hearing)				✓
Hand Dexterity (keyboarding, use of tools, grasp, pinching)				✓

*Hazardous Working Conditions:* Incumbents may be subjected to volatile clients, infectious diseases, and some travel. Incumbents may be subjected to blood and body fluids.

**FOR NEW HIRES/EMPLOYEE SIGNATURE ONLY**

I have read and understand the information contained within the job description.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Created: June 2012

Last Revision: n/a