

**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

POSITION: Public Health Nurse
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: SO (Special Occupation)

DATE WRITTEN: October 1995 **STATUS:** Full-time
DATE REVISED: February 2014, September 2016 **FLSA STATUS:** Non-exempt

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

Incumbent serves as Public Health Nurse for the Steuben County Health Department, responsible for providing health care and education to patients, families and community.

DUTIES:

Plans, promotes, and implements immunization program, including establishing special clinics, giving immunizations to participants, making physical assessments of patients, and maintaining computer and written client records.

Investigates reports of communicable diseases according to state and Center for Disease Control (CDC) guidelines, including interviewing patients, maintaining records, discussing with community organizations and conducting follow-up interviews.

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.

Supervises assigned staff, including planning and controlling work assignments, and establishing specific work goals and standards.

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

Maintains current, accurate client records, and maintains statistics regarding Department nursing activities, such as surveillance, vaccine usage, disease investigations and home care. Prepares, submits, and distributes reports as required.

Maintains inventory of vaccine and supplies, ordering as needed.

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

Responds to public health emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree or Associate of Science in Nursing and current Indiana Registered Nurse license, and experience in public health or related area.

Comprehensive knowledge of and ability to make practical application of public health laws, programs and sciences, and accepted principles and practices of public health administration.

Thorough knowledge of standard immunization practices, procedures and potential complications, with ability to effectively administer injections, supervise clinics, maintain appropriate schedules and resolve problems as needed.

Working knowledge of health and social services available to county residents, and ability to coordinate services and facilitate referrals as appropriate.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports.

Ability to properly operate standard office and various medical equipment, including computer, printer, telephone, typewriter, stethoscope, sphygmomanometer, thermometer and scale.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, state and local health agencies, medical personnel, community service organizations, 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 work alone with minimum supervision and with others in a team environment.

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

Ability to compute and calculate test results, prepare detailed records and reports, and maintain confidentiality of Department records and information.

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

Ability to regularly work extended hours, occasionally work weekend hours, and regularly travel out of town for meetings and/or training, sometimes overnight.

Ability to respond to public health emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and a 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 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, other County departments, state and local health agencies, medical personnel, community service organizations, and the public for the purpose of exchanging information, controlling and monitoring communicable diseases and providing educational programs and referrals.

Incumbent reports directly to Chief Environmental Health Specialist/Administrative Assistant.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, and/or medical setting at various sites, such as clinics, patient homes, and institutions, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, pushing/pulling, bending, reaching, keyboarding, crouching/kneeling, color/depth perception, close/far vision, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication. 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 regularly works extended hours, occasionally works weekend hours, and regularly travels out of town for meetings and/or training, sometimes overnight, and responds to public health 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