**JOB TITLE**: Public Health Nurse

**FLSA STATUS:** Non-Exempt

**DATE:** April 2022

**REPORTS TO:** Administrator

**PRIMARY PURPOSE OF JOB**

Provide professional public health nursing services for individuals, families, and service providers to assess needs, administer vaccinations, follow up on communicable diseases, provide client and community education, and offer referrals. May assist with emergency response planning and preparedness. This is a safety and/or security sensitive position.

**ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS**

* Utilize the nursing process of assessment, planning, implementation, and evaluation to provide program specific and/or population-based services.
* Investigate and assess the medical needs of at-risk individuals in the community.
* Provide case management services including assessment of the needs of the client/family, development of a plan of care, referral to services, monitoring, and follow-up.
* Assess nursing and personal care needs of individuals and families; develop and coordinate services and make referrals as appropriate.
* Ensure clients receive the education required by their plan of care.
* Provide technical assistance and consultation to department staff, other agencies, health care professionals, providers, and clients.
* Serve as liaison with other agencies.
* Prepare reports and correspondence and maintain records according to established guidelines.
* Provide health education and safety services in clinics and the community.
* Maintain an inventory of vaccines and other medications required for use.
* Administer immunizations, treatments, tests and medications.
* Perform laboratory procedures and nursing assessments utilizing a variety of medical equipment in accordance with established protocol.
* Complete necessary documentation with accuracy, confidentiality, and timeliness.
* Provide a wide range of public health outreach nursing services for clients, schools, clinics, and the community, which requires travel in a geographically assigned area.
* Participate, as a team member, in the planning and development of nursing services, including community assessments.
* Maintain an awareness and understanding of the various drugs and schedules of drug administration.
* Attend continuing education meetings and read professional articles to remain current in the knowledge base.
* Maintain an awareness and understanding of communicable diseases and control methods.
* Maintain an awareness and understanding of the educational program requirements.
* Acquire and maintain continuing education requirements of the State to maintain license.
* Read and interpret a variety of medical information to ensure accuracy and thoroughness.
* Assist with Emergency Response duties, as assigned, which may include:
* Policy development relating to terrorism, regional emergency response planning, and communicable, chronic, or environmentally induced disease outbreaks.
* Initiate and maintain contacts and inter-agency coordination with state and local agencies and officials as well as community physicians, hospital, and clinic staffs and with regional health care providers, within the assigned region, concerning epidemiology and health emergency response capabilities including the High Alert Surveillance System (HASS) and ESSENCE.
* Maintain Health Alert Network (HAN) and act as Coordinator for the health department.
* Ensure health department participation and representation in regional judicial, bioterrorism and public health planning, implementation, training, and exercises.
* Train and educate health care professionals, community partners, disease reporters and volunteers in their assigned areas for a bioterrorism or other regional health emergency response.
* Evaluate regional partner’s available services, supplies, capacity and needs; and maintain a listing of those regional statistics.
* Stay informed of current developments regarding terrorism, surveillance and attend training through conferences, seminars, meetings as required within budget.
* Prepare and present both formal and informal report/presentations addressing terrorism, emergency response and other related topics.
* Participate in a 24/7 response team for emergency response for the region assigned.
* Direct and coordinate emergency response planning and preparedness activities with Administrator and other community partners. Ensure planning updates are completed annually and HSEEP requirements are met for exercises and response activities.
* Coordinate training for health department staff according to emergency response training needs.
* Ability to work in a constant state of alertness and safe manner.
* Perform other duties as assigned.

# KNOWLEDGE, SKILLS, AND ABILITIES

* Knowledge of types of immunization and immunization schedules.
* Ability to safely administer immunizations and display competency as a professional registered nurse.
* Ability to effectively present information to others and conduct health and safety education in clinics and the community.
* Ability to travel regularly in southwest Missouri and attend training outside of the region as required.
* Knowledge of State required databases for immunizations and health services.
* Ability to multi-task, prioritize, and demonstrate adaptability in a rapidly changing environment.
* Ability to work with a diverse group of people in a team environment and demonstrate a consistent professional demeanor.
* High attention to detail, strong organizational skills, and excellent time management skills.
* Excellent verbal and written communications skills; strong interpersonal skills.
* Ability to work independently and exercise sound judgment.
* Knowledge of Microsoft Office Suite including Outlook, Word, Excel and PowerPoint.

**ORGANIZATIONAL CORE COMPETENCIES**

Client Focus - *Ensuring that the client perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet clients’ and own organization’s* needs.

Contributing to Team Success - *Actively participating as a member of a team to move the team toward the completion of goals.*

**JOB SPECIFIC CORE COMPETENCIES**

Care Management - *Having the knowledge and skills to secure relevant patient care data and identify key issues and relationships in the management of patient care; understanding the relationships among assessments, interventions, and patient responses; skilled in documentation of assessments and adjusting physical and cognitive prescriptions as needed.*

Client Education/Health Promotion - *Supporting, explaining, and instructing client and client’s family (significant other, caregiver, etc.) in understanding the clinical procedures and equipment used to facilitate optimum health status; promoting the lifestyle changes required of the client and the client’s family to achieve optimum health status.*

Client Relations - *Meeting client and client family needs; taking responsibility for a client’s safety, satisfaction, and clinical outcomes; using appropriate interpersonal techniques to resolve difficult client situations and regain client confidence.*

Quality Orientation - *Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.*

# EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

* Registered Nurse, current on all state licensure requirements.
* Minimum of one year of community health experience is preferred.
* Certification to perform CPR is required.
* Must possess a valid driver’s license and have a good driving record.

# PHYSICAL CONTEXT AND WORK ENVIRONMENT

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| --- | --- | --- | --- | --- |
| **Physical Requirements** | **Percentage of Work Time Spent on Activity** | | | |
|  | **0-24%** | **25-49%** | **50-74%** | **75-100%** |
| **Seeing:** Must be able to see clients and visitors, nursing tools, documents, and computer. |  |  |  | X |
| **Hearing:** Must be able to hear well enough to communicate with staff and general public. |  |  |  | X |
| **Sitting:** Must be able to sit for long periods of time. |  |  | X |  |
| **Standing/Walking:** Must be able to move about the work area. |  | X |  |  |
| **Climbing/Stooping/Kneeling:** Must be able to stoop or kneel to pick up items off the floor. | X |  |  |  |
| **Lifting/Pulling/Pushing**: Must be able to lift, push, and pull up to 30 pounds, and reach overhead, with or without reasonable assistance. | X |  |  |  |
| **Grasping/Feeling:** Must be able to type, handle documents, grip objects, tools, and equipment, and use equipment and electronic devices. |  |  |  | X |
| **Motor Coordination:**  Must be able to accurately gauge lengths of time and distance and have the ability to maintain focus. |  |  |  | X |

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# WORKING CONDITIONS

Normal working conditions in an office environment absent extreme factors. Nursing duties may require wearing personal protective equipment with potential exposure to blood and bodily fluids, sharp objects, harmful drugs or chemicals, disease and infection.  Occasional local travel for work assignments up to 10% of the time. Occasional after hours or weekends may be required for attendance at local community events.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

Employee Signature Date