

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: PUBLIC HEALTH NURSE

DEPARTMENT: HEALTH DEPARTMENT

WORK SCHEDULE: M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

JOB CATEGORY: PAT--PROFESSIONAL

DATE WRITTEN: 9/19/08

STATUS: Full-time

DATE REVISED: 12/7/10

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under general supervision of the Public Health Nursing Manager and Administrator, all reporting to the Health Officer, the Public Health Nurse conducts and delivers the daily programs, services, and activities of the Public Health Nursing Division. The Public Health Nurse uses independent judgment while making decisions that influence the aforementioned operations. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies, protocols, and objectives; the Public Health Nurse is the agent of the Howard County Health Officer.

DUTIES:

Assists the Health Officer, Nursing Manager, and Administrator in formulating administrative and operational policies and procedures.

Delivers basic operational functions, processes, and procedures of the Nursing Division.

Plans and initiates program activities; compiles required and special reports, and prepares recommendations on findings for administrative and Board of Health evaluation.

Applies effective and efficient methods and procedures for Public Health Nursing related programs.

Conducts basic operational functions and procedures of the Public Health Nursing Division, such as:

Conducting evaluations, testing, monitoring, assessments, and disease process control, follow-up, and management activities; administers immunizations, and vaccinations; educates clients and patients, and conducts emergency preparedness activities. May conduct and participate in outreach clinics, community affairs & committees, health fairs or administrative programs.

Plans and initiates the previously identified program activities, assisting fellow staff members.

Compiles required and special reports, and prepares recommendations on findings for administrative and Board of Health evaluation.

Directly participates in program execution and patient care.

Interprets, implements, and enforces compliance with policies, procedures, and safety regulations.

Applies principles and techniques of organization administration and may assist in budget development.

Advises and coordinates activities of fellow employees in the execution of programs in their specialty areas.

Prepares reports and maintains records.

Communicates professionally, clearly and concisely, orally and in writing.

May advise or assist employees in performing duties; participates in staff meetings to discuss operational problems or explain procedural changes; investigates, analyzes, and helps resolve operational problems or complaints.

Prepares and submits personal work timesheet according to county policy.

May recommend purchase of equipment and supplies.

Is capable of using a computer to assist in all phases of accountability.

Performs any and all other tasks as directed by the Nursing Manager or Administrator

SKILLS:

Ability to apply common sense understanding to carry out standing orders, instructions, and directives of the Nursing Manager, and Health Officer furnished in written, oral, or graphic form.

Ability to deal with problems involving several concrete variables in standardized Nursing situations.

Ability to understand and apply knowledge of all Public Health Nursing issues related to Public Health, and possesses a general understanding of all services delivered by the Howard County Health Department.

Ability to use typing skills and a computer.

Ability to demonstrate effective leadership and cooperate with fellow staff.

Ability to behave as a professional, demonstrating dignity and respect for peers, patients, subordinates, and superiors while exercising calm and control in difficult situations.

Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, procedures and legal briefs.

Ability to write complex correspondence and technical documents.

Ability to effectively present information in one on one, small and large group situations to customers, clients, and other employees of the county.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

RESPONSIBILITY: Delivering professional nursing services, patient care, and administering the effective execution of specialty programming as assigned by the Nursing Manager as related to Public Health Core Functions.

EDUCATION AND EXPERIENCE: Possession of a Registered Nurse License with Bachelor's degree from an accredited college or university with major course work in Nursing, Public Health Nursing, or Public Health preferred. Must possess a valid driver's license and have a dependable vehicle.

PERSONAL WORK RELATIONSHIPS: Ability to communicate and interact professionally, humanely, tactfully, with dignity, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed in an office setting, and in the field; both indoors in institutional and occasionally in outdoor, residential, and business settings.

This job description 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, nor is it intended to describe all duties someone in this position may perform. 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