

## **Hendricks County** **Job Description**

**Title:** Part-time Public Health Nurse

**FLSA Status:** Exempt

**Hours of Work:** Part-Time Grant

**Pay Band:** PAT 3

**Department:** Health – Nursing

**Supervisor:** Director of Nursing

### **PURPOSE OF POSITION:**

The Public Health Nurse promotes individual and population public health by providing the essential services of public health within a variety of settings. Public health nursing actions are directed toward serving individuals, families and population groups with the goal of promoting and protecting health through knowledge of professional nursing practice based on public health sciences, principles, and concepts.

### **ESSENTIAL FUNCTIONS:**

- Interprets, implements, and enforces compliance of public health laws, codes, rules, and ordinances.
- Prepares and administers medications per Health Officer's standing orders for immunizations or as prescribed by patient's physician, i.e. tuberculosis medications. Conducts individual health assessment, provides patient education about potential side effects, and monitors for adverse reactions. Assesses and translates immunization records to determine recommended vaccines.
- Organizes and facilitates immunization, child health, and adult wellness clinics.
- Demonstrates knowledge of vaccine storage and handling procedures, and stores vaccines per policy.
- May be called upon to secure safety of vaccines during after hours power failures when notified that monitor alarm has been activated. If necessary, must transport vaccines to hospital for safe storage.
- Performs epidemiological investigations of communicable diseases in the office setting, patient home, or medical facility. Institutes disease outbreak control measures. Coordinates investigation efforts with physicians, school personnel, the Indiana State Department of Health, and other stake holders as appropriate regarding spread and treatment of disease. Provides health care services, instruction, education, and information to clients in compliance with public health laws. Conducts contact investigations and surveillance of individuals who may have been exposed to a communicable disease.
- Provides Tuberculosis (TB) case management in the office setting and in patient's homes including directly observed therapy (DOT) of TB medications.
- Provides follow-up, education, post exposure prophylaxis recommendation, and referral for all county residents receiving an animal bite.

- Identifies public health needs in the county and works in a team environment to facilitate interventions and address the needs using concepts of prevention, assessment, risk reduction, and health status improvement.
- Receives referrals and completes home visit assessments of clients' needs and families' ability to provide and maintain adequate care in the home, providing education and referrals as indicated.
- Provides home visits and health assessments for pregnant women, children 0-5 years, elderly, physical and/or mentally challenged clients, and other individuals as assigned.
- Develops, implements, and evaluates individualized health care plans for patients and families based on nursing assessment and includes input from the client, family, other health care personnel and referral agencies.
- Provides education to individuals, families and groups in office or home setting regarding relevant public health needs and issues, i.e. prenatal care, parenting, breast feeding, nutrition, health care, safety, substance abuse, or communicable diseases.
- Provides management and coordination of services through a multidisciplinary approach collaborating extensively with multiple community agencies for abnormal public health conditions. Assists clients in obtaining health care through referral when the Health Department cannot meet their needs.
- Complies with all Health Insurance Portability and Accountability Act (HIPAA) requirements and health department policies and procedures ensuring that clinical documentation is kept secure and confidential.
- Prepares, submits, and maintains accurate medical records and all other related or required reports and documents for programs and patient/client records, reporting to other agencies and physicians as appropriate.
- Acts as a professional consultant, committee member, or guest speaker to outside agencies and public groups regarding health promotion, disease prevention, and various health related topics.
- Serves as a preceptor for field experiences of Community Health Nursing students, volunteers, and new employees.
- Conducts vision and hearing screenings in county schools.
- Collects laboratory specimens and transports to laboratory.
- Provides lead, hemoglobin and tuberculosis screenings.
- Interprets laboratory and health screening findings for clients and families and makes referrals to appropriate community resources.
- Serves as a liaison between the Health Department and county school nurses.
- Performs duties and maintains documentation outlined in Health Department grants.
- Promotes optimal working relationships within the agency as well as with other health, county and community related groups.
- Recognizes, in a non-judgmental manner, the influence of beliefs and cultures on behaviors and accepts strengths and limitations in others.
- Demonstrates leadership skills to set positive, attainable expectations, objectives and goals for self and others within the department.
- Adheres to all agency infection control and safety policies, including education, reporting and practice implementation.
- Knows and understands the department's mission, vision, and values in relation to own job position and duties.

- Possesses a general understanding of all services delivered by the Hendricks County Health Department.
- Adheres to all agency policies and procedures.
- Maintains and conserves agency property, supplies and equipment in a manner that demonstrates ownership and accountability.
- Demonstrates knowledge of the core functions and the essential services of public health.
- Demonstrates knowledge of emergency preparedness plans and the ability to perform the assigned duties.
- Attends trainings as assigned such as workshops, seminars, and conferences regarding nursing, public health nursing, and certifications, i.e. CPR, TB. Responsible for continuing education and personal professional development. Maintains current, mandatory personnel file certificates and licenses, i.e. nursing license, TB certification, etc., and provides information to agency in timely manner.
- Reports observed or suspected child or adult abuse pursuant to mandated requirements.

**NON-ESSENTIAL FUNCTIONS:**

- Attends Board of Health and committee meetings as requested by the Director of Nursing.
- Trains new Public Health Nurses in the duties of this position.
- Provides clerical duties when necessary.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Must be able to maintain and hold a current license to practice as a Registered Nurse in Indiana
- Bachelor of Science in Nursing (BSN) for public health nursing preparation - if no BSN, graduation from an accredited school of nursing supplemented by a bachelor's degree AND one or more years experience as a Registered Nurse
- Two years public health nursing experience preferred
- CPR certification within four months of employment and maintained thereafter
- Tuberculosis (TB) certification upon employment and maintained thereafter
- National Incident Management System (NIMS) IS-100-400, IS-700, IS 800 certification within one year of employment
- Must have and maintain a valid Indiana Driver's License, current certificate of vehicle insurance, and have use of a vehicle for full-time business use
- Ability to work day, evening, and week-end hours as department programs require
- Must be able to be fitted for and wear National Institute for Occupational Safety and Health (NIOSH) 95 mask
- Comprehensive knowledge and skill in current nursing practices and public health sciences.
- Ability to interpret and apply state and county regulations appropriately
- Ability to establish and maintain effective working relationships with associates, clients, community groups, and other public and private agencies.

- Ability to perform, provide and document public health services in a clinic, home, or institutional setting using the nursing process of assessment, planning, implementation, and evaluation, with minimal direct supervision.
- Ability to communicate well and interact professionally, humanely, tactfully, with dignity, both verbally and in writing; follows appropriate phone etiquette
- Good conflict resolution skills
- Good organizational skills
- Good computer, smart phone, and mathematics skills
- Basic data collection, analysis and interpretation techniques
- Knowledge and use of computerized data management systems
- Attention to detail
- Ability to prioritize tasks
- Ability to work in a team atmosphere
- Ability to maintain confidentiality

### **RESPONSIBILITY:**

Responsibilities of the Public Health Nurse include, but are not limited to, identification of public health issues including communicable disease outbreaks, assessment and analysis of population and individual public health status, health promotion, disease prevention, health maintenance, service coordination, and continuity of care activities in accordance with the needs of individuals, families, communities, and population groups working directly with at-risk populations. Public Health Nursing responsibilities also consist of data collection and analysis, care plan development, hands-on patient care, health education and advocacy, carrying out health promotion programs at all levels of prevention, field work, program planning, outreach activities, coalition building, collaboration with community partners to promote health and wellness in the county, programmatic support, and other organizational tasks. During a public health emergency, the Public Health Nurse will provide expertise and respond to the emergency per the county public health preparedness plans. The Public Health Nurse collaborates within multidisciplinary and multi-agency teams in order to achieve desirable outcomes. Public Health Nursing interventions depend upon the assigned responsibilities and the issues involved. Incumbents perform their duties with significant independence under the general supervision of the Director of Public Health Nursing and the Assistant Director of Public Health Nursing. Acting within the framework of established federal, state and local laws, codes, rules, ordinances and guidelines, including standing orders, policies, protocols, and objectives of the Hendricks County Health Department, the Public Health Nurse is an agent of the Hendricks County Health Officer for executing responsibilities while using independent judgment to apply regulations. Work is broad in scope. Independent judgment is required in applying nursing practices to individual situations or client conditions. Professional standards and practices are established but not always clearly applicable. Professional judgment is used in problem resolution. The duties listed under Essential and Non-Essential Functions of the position are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Errors in work can result in serious health consequences, therefore putting the county at risk for costly lawsuits.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, department managers and associates, other county government departments, state governmental agencies, community service agencies, medical providers, and the general public for the purpose of communicating factual or procedural information. The Public Health Nurse often collaborates and consults within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for individuals, families and population groups.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard medical office environment, however due to the nature of Public Health the work may be performed in the field such as in institutional, residential and business settings, indoors and outdoors with exposure to weather conditions, as well as automobile driving risks. There is exposure to direct physical contact with patients and human bodily fluids. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, insects and other disease vectors, toxins, hazardous materials, chemicals and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication. Demands of the position may require the incumbent to carry a county provided cell phone. Physical requirements to perform the duties of this job include the ability to sit, talk, and use hands to finger, grasp, feel, and write. Duties will also require employee to reach with hands and arms, stand, walk, stoop, kneel, crouch, crawl, and smell. May occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, peripheral vision and depth perception for patient assessments, driving a car and reading typewritten documents, computer monitor and phone screen. Hearing ability must be sufficient enough to communicate with others effectively in person, over the phone, and via video communication. All reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable federal or state law. The Public Health Nurse may be called upon for extraordinary service in case of public health emergencies, such as bioterrorism or other community disasters and may be required to report for specialized assigned duties or perform emergency response roles, inside or outside of Hendricks County. On call 24 hours a day, 7 days a week. This position works with at risk populations such as infants and acutely/chronically ill patients who may be more susceptible to vaccine preventable diseases; therefore this position will comply with the department's Personnel Immunizations Policy.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Public Health Nurse in the Health Department describes the duties and responsibilities 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

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