

Prepares monthly progress report, compiling data of monthly nursing division activities, and submits to supervisor.

Develops, recommends, and initiates new methods of presenting and interpreting health related information to community. Assists in developing and presenting community education programs regarding communicable and preventable diseases.

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

Supports and assists with other Health Department programs such as Public Health Education, on an ongoing basis. Identifies need for public health related research, and initiates, contributes to, or participates in studies, as required.

Maintains current knowledge of medical practices, public health issues by reading professional publications, attending meetings and periodically attending training seminars as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Current Indiana Registered Nurse license. Bachelor of Science in Nursing preferred.

Certification in First Aid/CPR, TB testing, and STD prevention counseling.

Ability to properly use standard office equipment, including computer, printer, telephone, copier, and facsimile.

Ability to prepare accurate statistical and related reports.

Ability to operate various computer software, such as Microsoft Word, Power Point, Outlook, Excel, and other databases.

Ability to effectively examine and screen individuals, provide information, assess needs, provide treatments, and provide assistance and referrals as appropriate. Ability to properly use various medical equipment, including stethoscope, sphygmomanometer, Hemocue, glucometer, blood draw equipment, thermometer, and scale.

Ability to effectively communicate orally and in writing with co-workers, state and local health agencies, other health care providers, community service organizations, media, school personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to physically perform essential duties of the position, including driving, sitting and/or standing for long periods, lifting/carrying objects up to 40 pounds, kneeling, crouching, bending, handling/fingering objects, and close vision.

Ability to understand and follow oral and written instructions and work with others in a team environment.

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 provide public access to or maintain confidentiality of department records and information according to state requirements.

Ability to work extended evening and/or weekend hours as needed and travel out of town, occasionally overnight.

Ability to demonstrate a safe driving record and maintain a valid driver's license.

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, state and local health agencies, other health care providers, community service organizations, media, school personnel, and the public for the purpose of exchanging information, controlling and monitoring communicable diseases and providing educational programs and referrals.

Incumbent reports directly to Public Health Nursing Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, medical setting and at various residential sites, such as patient homes and institutions. 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 works extended, weekend and/or evening hours as needed and travels out of town, occasionally overnight.

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/Type Name

