



Tazewell County Health Department

Job Description

Job Title:	Public Health Nurse
Department:	Birth to 5 Division, Clinical Division, or Community Division
Reports To:	Director of Birth to 5, Director of Clinical Services, or Director of Community
Job Status:	Full Time
Grade:	15
FLSA Status:	Non-exempt
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Approved By:	Amy Tippey
Approved Date:	10/2013

Summary: Provides skilled nursing care services to the community in a specific area of specialty, and/or to eligible individuals based on a specialized program, including teaching to individuals, families, and groups in health education and disease prevention.

Essential Duties and Responsibilities:

- Perform skilled nursing care functions in accordance with specific program requirements, policies, and procedures including physical and psycho-social assessments; conducting health screenings; disease risk assessments; epidemiological investigations; evaluation of health status to determine areas of need; provision of immunizations.
- Visit homes to determine client/family needs, develops plan to meet needs, and provides nursing services.
- Instruct client/family in maintenance of health and prevention of disease for family members.
- Refer clients to other programs and community agencies for assistance and services as appropriate.
- Provide education/teaching to individuals or groups in homes or other community settings.
- Compile and/or develop educational materials.
- Document assessments, interventions, care plans using the Cornerstone system and other record keeping systems as appropriate.
- Maintain confidentiality of customer records and interactions with customers.
- Perform specific tasks necessary to deliver services as specified in program policies and procedures.
- Report suspected abuse or neglect of a child as mandated by the Abused and Neglected Child reporting Act of the State of Illinois.

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below 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.

Special Requirements: Must abide by all Departmental Policies as presented in the Personnel Policy Manual, any policies/procedures within the Department employed and all other duties as assigned.

- Within 6-12 months of employment must complete the following trainings:
 - ✓ TB 101 and Core Curriculum
 - ✓ INEDSS
 - ✓ I-CARE
 - ✓ CD 101
 - ✓ CDC Communicable Disease control course
 - ✓ STD/HIV testing and counseling training
 - ✓ Lead program training
 - ✓ EPSDT (Well Child Exam) training
 - ✓ CPR/AED
 - ✓ CHP (Certified Health Professional) training
 - ✓ Denver II training
 - ✓ CLC (Certified Lactation Counselor) training
 - ✓ IBCCP Cornerstone training
- Must obtain 20 hours of CEU's every 2 years to maintain Nursing licensure
- Must take courses for NIMS compliance: 100, 200, 700, & 800

Education and/or Experience:

Certification of graduation from NLN accredited school of nursing with 1-2 years experience is required. Bachelor's degree in nursing preferred.

Experience in Infectious Diseases, Immunizations and maternal/child nursing preferred.

Experience in and knowledge of public health nursing or population focused nursing preferred.

Certificates, Licenses, Registrations:

Current driver's license

Current auto insurance

Current unencumbered licensure in Illinois as a Registered Professional Nurse

Knowledge:

- Knowledge of the core functions and essential services of public health
- Knowledge of the principles, procedures, methods, and techniques of physical, biological, behavioral, and nursing sciences and health care
- Knowledge of the Nursing Code of Ethics
- Knowledge of techniques and methods of assessment, diagnosis, planning, intervention, and evaluation

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, media, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Apply principles of good ethical/legal practice as they relate to study design and data collection.

Computer Skills:

Basic PC hardware and software, Windows OS, LAN and IP Functions, email systems and operations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and 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. While performing the duties of this job, the employee is occasionally exposed to risk of electric shock. The noise level in the work environment is usually moderate.

Form Updated: 6/4/13 (evb), 12/8/14 (kjb)