

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Public Health Nurse
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT III (Professional, Administrative, Technological)

DATE WRITTEN: June 2006
DATE REVISED:

STATUS: Full-time
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. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Public Health Nurse for the LaPorte County Health Department, responsible for coordinating specific programs and providing nursing services and education pertaining to a variety of health related issues.

DUTIES:

Coordinates and directs specifically assigned programs, including conducting record keeping, data entry, supplies ordering, and education, and assisting in the development of policies and procedures.

Assists with administration and reading of tuberculosis (TB) tests. Dispenses tuberculosis medications, assesses patients for adverse events/side effects, and provides nursing instruction to tuberculosis patients.

Orders vaccines from Indiana State Department of Health (ISDH) and maintains inventory of vaccines. Administers routine childhood vaccines and international travel vaccines, counsels patients prior to vaccination regarding contraindications, side effects, and possible adverse events. Utilizes CHIRPS, the state of Indiana's immunization registry, to perform data entry and record searches and create reports.

Performs phlebotomy in regularly scheduled clinics as needed for diagnostic purposes in the follow-up of communicable disease investigations and as requested by the ISDH and other local/state public health agencies in the investigation of outbreaks that affect multiple jurisdictions.

Assists environmental staff and Food Sanitarian staff with activities, complaints, and investigation of public health importance.

Dispenses drug testing kits as a combined effort with the County's Drug Free Partnership.

Responds to requests of public health related information from individuals or groups within the community.

Prepares and delivers public health education programs in various venues, such as health fairs, community groups, and public speaking engagements. Develops new methods for delivery to increase interest from groups.

Assists with press releases and preparation of risk communication messages in specific program area to be distributed to the news media.

Supports other nurses in their specifically assigned program areas during periods of increased activity.

Identifies need for public health related research and initiates, contributes to, or participates in studies as required.

Prepares proposals, grants, and budget requests and provides assistance as required in cooperation with the Nursing Supervisor. Submits reports to the Indiana State Department of Health as required.

Participates in emergency preparedness activities, such as drills, mass prophylaxis clinics, and education regarding man-made and natural disasters. Cross-trains in non-nursing areas as part of emergency preparedness as necessary.

Attends workshops, seminars, and conferences related to the individual nurse's assigned program area.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates Degree in Nursing from a National League of Nursing approved school. Baccalaureate Degree in Nursing preferred.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including licensure as Registered Nurse in the State of Indiana.

Possession of and ability to maintain possession of American Heart Association CPR, Federal Emergency and Management Agency (FEMA), and National Incident Management System (NIMS) certifications.

Working knowledge of the theories, principles, and methods of the field of nursing.

Basic knowledge of grant applications and ability to prepare accurate statistical and related reports.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and perform arithmetic calculations.

Ability to plan and present public speaking presentations, fund raisers, and special events.

Ability to properly operate standard medical office equipment, including computer, typewriter, calculator, copy machine, fax machine, telephone, translation line, blood centrifuge, laminator, and postage stamp machine.

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

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 effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, Centers for Disease Control and Prevention, other public health agencies, representatives of various drug companies, emergency response agencies, hospitals and clinics, area schools, various boards, community agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, sometimes overnight, for training.

Ability to serve on 24-hour call and respond to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope and involve the consideration of variables which are diverse and complex in their potential interrelationships and impact upon department goals and objectives. Work is performed according to well accepted nursing practices and guidelines, with judgment often needed in selection of pertinent guidelines, interpretation of past precedents, and in adaptation of standard practices to fit unusual conditions. Under emergency conditions, the incumbent must analyze quickly changing information for guidelines pertinent to the situation requiring response.

III. RESPONSIBILITY:

Incumbent is required to make non routine decisions based upon general policies and guidelines. The incumbent may be required, under some circumstances, to make decisions independently, based on applicable guidelines and with standard ethics representative of the nursing field. Each nurse is responsible for the function of the individual program specifically assigned. Supervisory control is limited to individual programs and determining the purposes of activities, with desired results stated. Unusual circumstances and changes in individual programs must be discussed with supervisor. Work is reviewed, as needed, for overall soundness of judgment and conformance with general department policy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health, Centers for Disease Control and Prevention, other public health agencies, representatives of various drug companies, emergency response agencies, hospitals and clinics, various boards, community agencies, and members of the general public for a variety of purposes, including explanation of departments goals, policies, and objectives, coordination of specific program activities, conductance of research, reporting of activities, and offering of professional consultation and advice.

Incumbent reports directly to the Nursing Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, medical clinic, and in the field, including sitting/walking at will, exposure to infectious agents, lifting/carrying objects weighing under 25 pounds, reaching, driving, close/far vision, depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Safety precautions, including the use of protective gloves and masks, must be used at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, sometimes overnight, for training. Incumbent serves on 24-hour call and responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Public Health Nurse for the LaPorte County 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 or Type Name