



Public Health
Prevent. Promote. Protect.

HEALTH SERVICES OF LYON COUNTY

Job Description

PUBLIC HEALTH NURSE

General Hours of Work: Monday – Friday, general hours 8:00 a.m. to 4:30 p.m. Position may require occasional evening and weekend hours. Work schedule is subject to change based on agency needs, including but not limited to public health emergencies, clinics, and other priority services.

Job Title: Public Health Nurse
Department: Public Health Department
FLSA Status: Non-Exempt

SUPERVISION RECEIVED:

Supervision received from the Public Health Administrator.

POSITION SUMMARY:

With general supervision, the nurse will need to perform a broad range of professional and public health nursing responsibilities. These responsibilities can include but are not limited to the following: The nurse's role will encompass participation in community health and vaccination office clinics, WIC Clinic nursing, community outreach initiatives, general assistance, school health /community wellness and education programs, communicable disease management and investigation, conduct health screenings, environmental health programming, and emergency preparedness and recovery efforts.

ESSENTIAL JOB FUNCTIONS: The primary responsibilities encompass, but not limited to, the following tasks:

- Staff must be capable of regular and predictable attendance at a specified location to perform assigned tasks.
- Assists with monitoring health status to identify and solve community health problems.
 - conducts client interviews, assessments, and screenings.
 - Administers immunizations at a variety of office and community settings.
 - Demonstrates ability to conduct patient assessments within the clinical and community settings.
- Identifies and investigates health problems and health hazards in the community.
- Informs, educates, and empowers people about health and safety concerns.
 - Conducts individual and group educational encounters.
- Participates in community partnerships to identify and solve health problems.
- Assist county residents within the General Assistance Program.
- Participates in emergency preparedness activities and disasters, as indicated by Administrator.

- Maintains compliance with applicable policies, laws, and regulations.
- Links people to needed health services and coordinates the provision of health care when otherwise unavailable.
- Staff will conduct communicable disease investigations, conduct testing and specimen collection, and administer medication treatments when directed.
- Participates in continuous quality improvement and innovative solutions to health problems.
- Other duties as assigned by Administrator.
- Attend training, conferences and meetings assigned by the Administrator.

QUALIFICATIONS:

- Practical Nursing degree and a minimum of One (1) to three (3) years' experience preferred. OR
- Associate degree in Nursing and a minimum of One (1) to three (3) years' experience preferred. OR
- Bachelor's degree in nursing and a minimum of One (1) to three (3) years of nursing experience preferred.
- Must possess and maintain a valid license as a Nurse issued by the State of Iowa or a multi-state compact licensure.
- Must possess a valid driver's license and be insured under the county's guidelines.
- Knowledgeable in medical practices, assessment, techniques, and ethics.
- Ability to maintain compliance with Federal and State regulations, including HIPAA.
- Ability to conduct public presentations and training sessions.
- Ability to interpret and explain the value of public health services and to obtain individual and collective public cooperation.
- Ability to establish and maintain effective relationships with the public, professional community, and co-workers.
- Must be proficient in computer software applications.
- Demonstrates knowledge and skills consistent with Public Health Mission, Vision, and Values.
- Knowledge of relevant community resources and agencies.
- The ability to work independently, be initiative-taking and meet deadlines with little or no supervision.
- Ability to respond to emergency situations and communicate effectively with others.

PHYSICAL DEMANDS:

The physical demands described are representative of those needed by an employee, in which to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand and walk for extended periods.
- Requires the frequent use of hands and fingers to handle or feel objects, tools or controls.
- The employee frequently is required to reach with hands and arms, walk and climb stairs.
- The employee is occasionally required to stand, balance, kneel, crouch and stoop.
- The employee is occasionally required to lift and or move up to 20 pounds. Occasionally lift/and or move up to 50 pounds. Push and or pull up to 75 pounds.
- Employees on occasion, may have job demand where they lift/move/push or pull a client whose weight is over 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- Ability to concentrate on detailed information.

WORK ENVIRONMENT:

The work environmental characteristics described here are representative of those an employee may encounter while performing the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Professional office or school setting with little discomfort due to such factors such as noise, heat, dust, or other adverse factors. Noise level is moderate.
- Clinical environment with potential exposure to chemicals, bloodborne pathogens, needle sticks, toxic or caustic chemicals, communicable diseases, and outside weather conditions.
- Duties performed offsite are exposed to weather conditions are extreme temperatures, chemicals, fumes, secondhand smoke, work safety hazards, dust, loud noises, darkness, and tight spaces.
- This is a tobacco free work environment, including all premises and other such areas.
- Travel is required for position and may be associated with travel risks.

ACKNOWLEDGEMENT

This job description does not state nor imply that these are the only activities required to be performed by the staff members holding this position. Staff are required to follow other job-related instructions and to perform other job-related responsibilities as requested by the Administrator. I understand that I may be required to work overtime, different hours outside the normally defined workday or workweek.

A job description is not intended to provide and does not create an employment contract. HSLC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

In accordance with the American Disabilities Act, these requirements may be modified to accommodate disabled individuals. An individual seeking accommodation should contact the Agency Administrator.

Employee Signature

Date

Agency Administrator Signature

Date