



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 -4:30
Some occasional weekend and evening hours

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

SUPERVISION RECEIVED:

- Supervision is received from Public Health Administrator.

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general supervision performs generalized professional and public health nursing duties primarily through participation in community and office clinics, as well as outreach, school, communicable disease and emergency preparedness programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Assists with monitoring health status to identify and solve community health problems.
 - Conducts client interviews, assessments and screenings.
 - Administers immunizations.
 - Demonstrates ability to conduct patient assessments within the clinical, community or school settings.
- Identifies and investigates health problems and health hazards in the community.
- Informs, educates, and empowers people about health issues.
 - Conducts individual and group educational encounters.
- Participates in community partnerships to identify and solve health problems.
- Maintains compliance with applicable policies, laws and regulations.
- Links people to needed personal health services and coordinates the provision of health care when otherwise unavailable.
 - Administers medications and treatments as indicated.
- Participates in continuous quality improvement and innovative solutions to health problems.
- Participates in school community health nursing services
 - Administers medication, treatments and provides training to staff as required.
 - Assist in the development of school health, wellness and emergency preparedness policies and procedures
 - Provides education to staff and students as required by law and requested by the school
 - Develops and maintains individualized health plans on identified students
 - Assist in the development of individual education plans
- Other duties as assigned by Administrator.
- Attends trainings, conferences and meetings as assigned by Administrator.

QUALIFICATIONS:

- Associates R.N. Degree required, an R.N. with Baccalaureate Degree in Nursing preferred
- Bachelor's degree in Nursing and Six (6) months to one (1) year previous nursing experience, is preferred.
- Associate degree in Nursing and One (1) to five (5) years of nursing experience is preferred.

- Must possess and maintain a valid license as a Registered Nurse issued by the State of Iowa or a multi-state compact licensure.
- Must possess a valid driver's license and be insurable under county's guidelines.
- Knowledgeable in medical practices, techniques and ethics.
- Ability to maintain compliance with Federal and State regulations, including HIPAA.
- Ability to maintain confidentiality of protected health information.
- Ability to conduct training sessions and present information to groups.
- 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.
- Knowledgeable of relevant community resources and agencies.
- Ability to work independently, be self-motivated 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 accommodations 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.
- Employee 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 environment characteristics described here are representative of those an employee may encounter while performing the functions of this job. Reasonable accommodations 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, blood borne 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, second hand 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 member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by 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 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, it is possible requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact the Agency Administrator.

Employee PRINT NAME and Signature Required

Date

Agency Administrator PRINT NAME and Signature Required

Date

