

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Current Indiana Registered Nurse license required, and experience in public health or related area preferred.

Certification in CPR, Mantoux, and as tuberculosis instructor. Possession of Nurse's Liability Insurance required.

Working knowledge of and ability to make practical application of state and local public health regulations, Department policies and procedures, and accepted principles and practices of public health nursing.

Working knowledge of standard immunization practices, procedures and potential complications, with ability to effectively supervise related clinics.

Ability to effectively examine and screen individuals, assess needs, and provide appropriate information, treatment, assistance and appropriate referrals. Ability to properly use various medical equipment, including stethoscope, thermometer, Bp cuff, scales, and syringes.

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

Working knowledge of standard English grammar, spelling and punctuation, and ability to properly use standard office equipment, including computer, printer, telephone and typewriter.

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

Ability to maintain accurate records, prepare detailed reports, and maintain confidentiality of Department records as required.

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

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

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

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

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, exercising independent judgement in determining appropriate treatment or referrals for individual cases.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of public health programs according to standardized practice of the nursing profession. Incumbent works with minimum supervision, referring to supervisor unusual and/or unprecedented situations, such as adverse reactions to immunizations. Work is periodically reviewed for attainment of objectives and effect on Department goals/ objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, local health care providers, school personnel, community service organizations and the public for the purpose of exchanging and explaining information, coordinating health clinics, and providing health screening, treatment and education.

Incumbent reports directly to Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment and at various residential sites, such as patient homes and institutions. Duties involve standing/walking for long periods, pushing/pulling/lifting/carrying supplies/equipment weighing over 25 pounds, reaching, bending at waist, crouching/kneeling, close/far vision, color and depth perception, hearing sounds/ communication, and handling/grasping/fingering objects. 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 occasionally works extended and/or evening hours, and occasionally travels out of town for meetings/training, sometimes 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