

Public Health Nurse



Position Description

Status

Full-Time, Nonexempt

Reports to

Personal Health Manager

Compensation

B24

Supervises

None

Bargaining Unit

N/A

Position Category

Specialist

Summary

Personal health nurses contribute to systems for monitoring health status indicators such as environmentally-caused illnesses, immunization levels, and communicable disease occurrence in order to identify problems that threaten public health and develop effective interventions. This position provides comprehensive nursing services in preventive health and clinic programs including assessment, diagnosis, teaching, counseling, and prevention services to individuals, families, and groups to promote health and wellness to clients in the county. Work is performed in the field and in health centers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs assessments, uses problem solving to determine client health risk. Duties may include, but are not limited to: assessing a wide variety of clients, formulating treatment plans, instituting nursing interventions, following through with medical interventions as outlined in written medical orders and protocols, making client referrals, evaluating patient outcomes
2. Assesses various tests and screening results and correlates them with health history and physical assessment. Provides supportive care by listening and managing client interactions. Plans and provides appropriate intervention and referral based on findings.
3. Documents client interaction, follow up phone calls and activities related to productivity.
4. Participates in activities that promote professional advancement through conferences, workshops and professional offerings.
5. Participates in outreach and continuous improvement activities.
6. Interprets health screening findings to the family and makes appropriate referrals, utilizing resources

7. Provides comprehensive case management and coordinates services provided through a multidisciplinary approach collaborating extensively with multiple community agencies while identifying community resources and developing community-based partnerships
8. Investigates and monitors reports of communicable diseases. Coordinates efforts with a variety of stakeholders
9. Provides education to clients and families
10. May provides home visits-and completes assessments for families with special health needs.
11. Ability to document and navigate in multiple databases pertinent to program.
12. Complete mandatory reports and submissions of financial data as directed by regulatory and fiduciary entities.
13. Ability to respond to emergent public health issues, may require additional training, drills, table top exercises and occasional travel for work and/or modified work hours work sites.
14. May provide service in the county jail.
15. Reviews documentation in charts on periodic basis to ensure compliance with federal and state rules and regulations for the specific program area.
16. Program development and maintenance of a program manual updating policy and procedures in compliance with Michigan Accreditation minimum program requirements (MPR's).
17. Participates on committees at meetings within the agency and in the community as assigned.
18. Provide prevention and health education, case management, and care to individuals and families, in coordination with health care providers, Medicaid health plans, and local and state agencies.
19. Complies with Performance Expectation and Development Guide.
20. Perform medical/clinical interventions, services and specimen collection to include but not limited to medication and vaccine administration, lab draws, culture and urine collection.

Competencies

Competencies are listed below.

- Technology
- Organization
- Public Health Core Competencies
- The 10 Essential Public Health Services
- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

Works in multiple settings to include the office environment, outreach settings and client homes throughout the county. This position may be exposed to communicable diseases, blood and other bodily fluids. This role routinely uses standard office equipment such as computers, phones, fax, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the work environment; operate a computer and other machinery; and move or transport files or other items to meetings and other locations. The ability to bend, stoop, kneel and lift up to 50 pounds.

Travel

Frequent travel is required to access County buildings, clinics and client homes throughout Allegan County and out of State Travel.

Required Education and Experience

1. Possession of a current license to practice as a Registered Nurse or Licensed Practical Nurse in the State of Michigan.
2. Bachelor's Degree in Nursing Preferred.
3. Certification in Community Health Nursing, preferred.
4. Possession of a valid Michigan Driver's License.
5. Current AED, BLS certification or obtain within three months

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____