

POSITION DESCRIPTION
COUNTY OF FAYETTE, INDIANA

POSITION: Public Health Nurse, Immunizations (X2)
DEPARTMENT: Health
DIVISION: Health Maintenance
WORK SCHEDULE: 8:30 a.m. – 4 p.m. Monday – Friday
JOB CATEGORY: PAT(Professional, Administrative, Technological)

DATE WRITTEN: October 1997 STATUS: Full-time
DATE REVISED: September 2017 FLSA STATUS: Non-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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Public Health Nurse for the Health Department, responsible for providing health education to patients, families, and community, and providing immunizations.

DUTIES:

Plans, promotes, and implements educational program, including researching subject matter, contacting target group, scheduling events and speaking to various sized groups.

Plan and implement tobacco cessation program, including ordering supplies creating and organizing documents and educating participants as they enter the program.

Responds to telephone inquiries and questions from public, including scheduling appointments, making referrals, counseling, and providing other health related information.

Assists with community health projects, such as health fairs and first aid stations at community events.

Maintains current knowledge of medical practices and public health issues by reading professional publications, attending meetings, and periodically attending training seminars as required.

I. JOB REQUIREMENTS:

Practical Nursing degree and current registration as Licensed Practical Nurse in the State of Indiana.

Comprehensive knowledge of ability to make practical applications of public health laws, programs, sciences, and accepted principles of public health administration.

Ability to effectively examine and screen individuals, assess needs, and provide information, treatments, assistance, and referrals as appropriate.

Ability to effectively communicate orally and in writing with co-workers, state and local health agencies, medical 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 punctuations, and ability to properly use various medical/office equipment, including, but not limited to, computer, printer, telephone, stethoscope, sphygmomanometer, thermometer, and scale.

Ability to understand and follow written and oral instructions, work alone with minimal supervision, and work on several tasks at the same time.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town.

Possess a valid driver's license and demonstrate a safe driving record.

II. DIFFICULTY OF WORK

Incumbent performs duties according to well-established standard practices of the profession and standard department policies and procedures. Decisions are determined by specific instructions or existing, well established policies and procedures. Incumbent exercised independent judgment in effectively examining, screening, and assessing individual needs, and in providing information. Counseling, assistance, and referrals.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of public health programs according to technical specifications and standard practices of the profession. Incumbent has a high degree of flexibility in job, referring to supervisor only when interpretation of department policy is thought necessary. Work is periodically reviewed for adherence to instructions/guidelines and compliance with department policies and procedures.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, state and local health agencies, medical personnel, community service organizations, and the public for the purpose of exchanging information, controlling communicable diseases, and providing educational programs and referrals.

Incumbent reports directly to the Public Health Nurse.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a public setting and in a standard office environment with duties involving lifting/carrying under 25 pounds, bending, fine motor skills, close and far vision, depth perception, and hearing. Incumbent is exposed to normal hazards associated with driving such as adverse weather conditions. Incumbent occasionally works extended hours and/or evenings and occasionally travels out of town.