

## RAY COUNTY HEALTH DEPARTMENT POSITION DESCRIPTION

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**JOB TITLE:** Public Health Nurse

**DIVISION:** Clinical

**IMMEDIATE SUPERVISOR:** Health Department Administrator

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### ESSENTIAL FUNCTIONS

#### I. General Public Health Related Activities

- a. Collaborates in the development of and contributes to individual, team, and agency quality improvement and evaluation activities.
- b. Builds and maintains effective relationships with fellow staff members and promotes a positive work environment.
- c. Demonstrates and promotes a culture of respect and cultural sensitivity in their interactions with the public and other staff.
- d. Maintains and demonstrates public health and clinical nursing knowledge and skills, staying current with trends and continuing education requirements.
- e. Protects and safeguards confidential agency and client information; exercises sound judgment and caution in communication and transmission of information in accordance with HIPPA policy and guidelines.
- f. Provides emergency response in accordance with current BLS guidelines and agency emergency protocols as needed.
- g. Must be able to drive to Ray County Health Department locations, or off-site locations as needed, to perform all required and essential job-related activities and tasks.

#### II. Nursing Related Activities

- a. Provides a wide range of public health nursing services for clients of all ages, including,
  - a) health screenings
  - b) immunizations
  - c) health education
  - d) lead testing
  - e) Communicable Disease testing and control
  - f) other clinical services as needed
- b. Completes all documentation as needed assuring for accuracy, confidentiality, and timeliness.
- c. Provides a wide range of public health outreach nursing services for clients which may include travel to homes, schools, organizations, and clinics as needed.
- d. Provides general public health information and answers questions as needed per phone or face-to-face consultation assuring for accuracy.

- e. Participates in the planning and development of public health programs and nursing services, including community assessments, assuring for professionalism.
- f. Ensures quality and accuracy of assigned program activities.
- g. Participates in the operation of other community health programs as needed to ensure coverage.
- h. Maintains knowledge of community resources, referring clients to services as needed.
- i. Interprets data, monitors trends, and establishes appropriate prevention and control measures as needed.
- j. Maintains an awareness and understanding of the various medications and immunizations practices, including administration, side effects and proper storage and handling.
- k. Demonstrates and teaches nursing self-care to clients and the general public as needed; communicated with the public on a wide range of public health topics.
- l. Prepares for and participates in regular meetings with staff and others as required.

### III. Qualifications

- a. Applicants must have earned a high school diploma or GED (a high school equivalency diploma), passed the TEAS Exam, completed an accredited LPN program, and passed the NCLEX-PN Exam.
- b. Applicants must possess a **current LPN license in the State of Missouri.**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor, subject to reasonable accommodations.