

**WINNEBAGO COUNTY HEALTH DEPARTMENT**  
**JOB DESCRIPTION**

**JOB TITLE:** PUBLIC HEALTH NURSE II  
**CENTER :** ALL CENTERS OF THE HEALTH DEPARTMENT  
**REPORTS TO:** Supervisor/Director of the Program  
**FLSA STATUS:** Non-Exempt  
**GRADE LEVEL:** 15

**VALUE ADDED/PURPOSE STATEMENT**

The purpose of this position is to instruct individuals in health promotion and disease prevention; provides instruction in general health care and treatment to assigned clients in homes, offices, schools, and clinics following physician's written protocols.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below is a list of essential duties and responsibilities. Other duties may be assigned.

- Administers treatments to clients, following physician's written protocols to protect the clients' health.
- Teaches self care and other health practices related to individual and community welfare using knowledge and educational materials to educate the clients on their health.
- Performs physical assessments and preventative health measures, within prescribed guidelines and records physical findings to ensure proper treatment and education plans.
- Reviews results of diagnostic tests and reports abnormal to the attending physician following protocols to ensure proper treatment.
- Formulates health care plan prognosis, develops care plans with physician and other health care professionals to assure optimum patient care.
- Refers patients to physician or other community agencies for consultation or to specialized health resources for treatment as necessary to assure clients' needs are met.
- Cooperates with families, community agencies and medical personnel, to arrange for health care needs of county residents following policies and procedures to assure optimum patient care.
- Participates in ongoing educational programs to learn current and best practice guidelines to safeguard the health of individuals in the community setting.

**INCIDENTAL DUTIES**

- Participates in agency emergency response activities. Works with the Department on Public Health Emergency Preparedness. Will have an assigned role in Public Health Emergency Response Plan.
- Completes all other duties as requested.

**KNOWLEDGE REQUIRED FOR THE JOB**

A Public Health Nurse must have leadership abilities, basic nursing principles, excellent written and oral communication skills, and basic computer skills.

## **QUALIFICATIONS**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

## **EDUCATION and/or EXPERIENCE**

A Registered Nurse, licensed in the State of Illinois (Diploma Nurse or Associate's degree in Nursing with more than two years of nursing experience or a Registered Nurse, licensed in the State of Illinois with a Bachelor's degree in Nursing). Requires current CPR certification.

## **OTHER SPECIAL ASSIGNMENT REQUIREMENTS**

**Pediatric Nurse** – Immunizations, nursing pediatric well child physical assessments including age appropriate developmental and hemoglobin/blood lead screenings.

**Women's Health Nurse** – Obtains client's full medical history and assessment and evaluates information, physical exams doing initial and annual exam of height, weight, blood pressure, Based on client history, protocol, and standing orders dispenses contraceptives and medications, provides injections of contraceptives and medications.

**Communicable Disease Nurse** – Investigates reportable diseases, excluding STD's, HIV/AIDS, to protect public health according to protocol, Performs STD female and male examinations, specimen and culture collection, referrals when needed, administers treatments per provider's diagnosis/orders. Assists with phlebotomy when needed. Collaborates with physician's offices regarding client status and treatment of disease. Assists with TB program.

**APORS Nurse** – High risk infant follow-up, including Denver developmental screening and pediatric physical assessments, requires home visits to assess patient and family, follows MCH code of Illinois.

**WIC Program Nurse** – Evaluation of clients' nutritional intake and needs, provides education and completes protocol of federal program to produce food instruments to clients who meet program guidelines.

**Health Promotion Nurse** – Travel immunization program, blood draws and testing, blood pressures, immunizations.

**Family Case Management Nurse** – Performs assessments based on FCM program guidelines and Maternal Child Health Code of Illinois for women who are pregnant or parenting (who meet eligibility guidelines), provides educational information and referrals based upon individual need.

**IBCCP Nurse** – Submits health care plan and goals of individual patients for periodic review and evaluation by physician, telephonic case management of clients.

**Employee Health Nurse** - Serves as the employee health nurse; maintains records, provides immunizations as warranted. Provides bloodborne pathogen in-service training to all employees annually; updates protocols.

**RN Consultant** -

**Better Birth Outcomes Case Manager** – Provide intensive case management services to pregnant clients assessed to be high risk due to social, medical or mental health factors. Provide case management services as prescribed by the Maternal and Child Health Services Code of Illinois.

## **LANGUAGE SKILLS**

Candidate must have the ability to report, write, or edit articles; deliver lectures, interview, counsel, or advise people and evaluate technical data. Ability to respond to common inquiries or complaints from clients, regulatory agencies or members of the community.

## **MATHEMATICAL SKILLS**

Must have the ability to add, subtract, multiply, and divide whole numbers.

## **REASONING ABILITY**

Must possess the ability to solve a wide range of intellectual and practical problems, non-verbal symbolism, and be able to comprehend most abstruse concepts.

## **TOOLS AND EQUIPMENT USED**

Must have the ability and knowledge to be able to utilize a personal computer and printer, fax machine, shredder, copier, telephone, clinical equipment including a speculum, vacutainers, blood collection tubes, stethoscopes, scale, centrifuge, syringes, and blood pressure cuff. A vehicle is necessary for field travel.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, feel, reach with hands and arms, lift and push, and talk and hear. The employee is frequently required to stand, walk, sit, stoop, kneel and crouch. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally 20 pounds. Specific vision abilities required for this job include near vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be working inside in a typical office environment or away from the office at various activities or clinics, childcare centers, home visits and other community agencies. The employee may be exposed to communicable diseases, significant work pace/pressures due to deadlines, and occasionally may be exposed to bad/extreme weather, unsafe surroundings due to the location of work setting, and repetitive motion from computer work.

## **BEHAVIOR EXPECTATIONS**

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests, and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Division Director: \_\_\_\_\_

Date: \_\_\_\_\_

Administration: \_\_\_\_\_

Date: \_\_\_\_\_

Date revised/reviewed: \_\_\_\_\_

## **ESSENTIAL DUTIES AND RESPONSIBILITIES - PHN Better Birth Outcomes (880)**

Below is a list of essential duties and responsibilities.

Outreach and recruit eligible pregnant women into the BBO Programs.

Assess client needs by conducting a comprehensive medical, social and educational assessment, in accordance with Maternal/Child Health Code and IDHS performance standards, in order to develop an individualized care plan and appropriate referrals in collaboration with the client and their family. Special assessments will be targeted toward: substance use/abuse, mental health, and domestic violence.

Monitor clients' progress toward meeting treatment goals. Monitor compliance and follow-through by client to treatment recommendations/referrals.

Coordinate clients' use and access to all necessary treatment/services to improve the chance of delivering a 2500+ gram infant.

Monitor clients' medical and developmental services through contact with physicians, specialists, high risk clinics and community service providers.

Assist clients with crisis intervention and emergency management of the following needs: food, clothing, formula, diapers, transportation, housing, and personal safety.

Provide client education through current medical information and age appropriate, anticipatory guidance. Evaluate client's level of knowledge and ability to understand the information provided.

### **PERIODIC DUTIES**

Provide group education and support sessions for BBO Clients - including the following topics: nutrition, exercise, fetal development, relationships, labor/delivery.

Attend weekly and bi-monthly client staffing, in-services, and continuing education seminars.

Maintain a record of client contacts and/or related contacts in Cornerstone Case Management System. In addition, complete required IDHS Reports, medical referrals, and physician reports.

Gather and complete statistical reports as requested by Supervisor and/or Administration.

Serves as a preceptor for students currently enrolled in a nursing program.

## **INCIDENTAL DUTIES**

- );: Act as client health advocate within the Health Department and community. Fulfill DCFS mandated reporter obligation as appropriate.
- );: Works with the department on Bioterrorism projects. Will have an assigned role in Public Health Emergency Response Plan.
- );: Completes other duties as assigned.