



**WINNEBAGO COUNTY HEALTH DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title:</b>	Public Health Nurse I
<b>Center:</b>	Personal Health Services
<b>Reports to:</b>	Supervisor/Director for Public Health Nursing
<b>FLSA Status:</b>	Non-Exempt
<b>Grade Level:</b>	15
<b>Date Created/last reviewed:</b>	3/15/17

**POSITION SUMMARY**

The Public Health Nurse promotes and supports population health in Winnebago County by providing treatment and education, and referral to assigned clients, to optimize health and in support of the core functions and essential services of public health. Nursing activities include, but are not limited to, systematic analysis of health data, care/health improvement plan development, health education, advocacy, coalition building, and collaborating with community partners to promote the health of the individual and the population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to address the social determinants of health and achieve desirable outcomes for families and communities. Public Health Nursing interventions occur at individual, family, community and system levels, depending upon the responsibilities of the position and the issues involved. Services provided by the Personal Health Services Center Clinic include family planning, STD/HIV services, Travel Immunizations, Refugee support, and TB screening and treatment. Services are provided routinely during normal business hours and on weekends and evenings as needed.

**ESSENTIAL FUNCTIONS:**

**Leadership and Systems Thinking**

- Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association *Scope and Standards of Practice for Public Health Nursing* and any other Federal and State laws and regulations applicable to practice as a public health nursing professional.
- Adheres to applicable Occupational Safety and Health Administration (OSHA) standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where continuous quality improvements in practice are pursued.
- Assumes responsibility for own professional growth and development by pursuing continuing education, participating in professional committees and work groups.

### **Public Health Sciences**

- Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic/family violence issues, and assessment of basic needs including food, housing, income, resources and supports, and access to health care.
- Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary on micro and macro levels.
- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Engages individuals and families in a plan of care that addresses their identified health deficits and issues. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
- Obtains and completes appropriate patient "Consent for Care" forms, ensures patient confidentiality and maintains orderly health/medical records. Follows established internal policies and procedures as well as the State and Federal laws that govern the release of health care information.
- Documents patient assessment and intervention data in health medical records. Uses approved established medical record forms, databases and documentation practices.
- Consistent with provisions of the Illinois Nurse Practice Act (225ILCS 65 Nurse Practice Act page 3, Section 50-10 # 6 and # 7), delegates and supervises Individuals who assist the registered nurse with implementing the plan of care in a manner consistent with those individuals' job classification or scope of practice as nursing students.
- Responds to individual client emergency situations in the clinical or home setting with basic life support and first aid skills. Summons other health care providers and emergency response personnel in a timely and appropriate manner.
- Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Evaluates outcomes of public health nursing interventions; works with others (clients and other professionals) to makes changes as necessary on micro and macro levels
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement and evaluation activities including Public Health Accreditation (PHAB).
- Demonstrates clinical nursing skills focused on but not limited to family planning, immunization, STD/STI, and tuberculosis care.

### **Community Dimensions of Practice**

- Collaborates in Winnebago County Health Department's community health assessment and health improvement planning and intervention activities.
- Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities

- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
- Participates in Winnebago County Health Department sanctioned research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues especially those related to public health nursing.
- Contributes to a work environment that fosters ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals and members of the community.

### **Analysis and Assessment**

- Participates in the community assessment process; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; and knows how to access basic community epidemiological data.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
- Interprets laboratory tests and other diagnostic testing results.

### **Policy Development and Program Planning**

- Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Illinois Department of Public Health and the Centers for Disease Control and Prevention.
- Coordinates activities among and between other governmental agencies, such as the Illinois Department of Children and Family Services, that enforce laws and regulations that protect the public's health.
- Collaborates in the development of evidence-based public health nursing practices and programs in collaboration with universities, other nursing agencies, businesses, trade associations, other staff and the public.
- Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health and public health nursing in Winnebago County.
- Collaborates in and contributes to individual, team, and Departmental quality improvement and evaluation activities.

### **Communication and Cultural Competency**

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
- Describes the expression of diversity within Winnebago County and the impact of diversity on policies, programs, services, and health of the community.
- Ensures that the literacy of populations served is reflected in WCHD policies, programs, and services.

### **Financial Planning and Management**

- Contributes to the development and preparation of proposals for funding from external resources for disease prevention initiatives and programs.

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources. Contributes to and uses performance management systems for individual, program, and organizational improvement.

#### **Other**

- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
- Performs other duties as assigned consistent with job classification.

#### **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the department's vision, mission, and core values.
- Promotes team and organizational learning.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Education, Licensure, Certifications, Experience**

- Licensed Registered Nurse in the State of Illinois.
- Two (2) years of experience in public health nursing preferred.
- Current certification for CPR.
- Successful completion of WCHD HIPAA and Blood Borne Pathogens Trainings.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications: Within nine (9) months of employment: ICS 100, ICS 200, ICS 700, and ICS 800

##### **Knowledge and Skills:**

- Knowledge of the core functions and essential services of public health
- Knowledge of current public health nursing principles and processes.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Knowledge of relevant OSHA standards.
- Knowledge of health care systems structure and function; ability to make appropriate client referrals based upon patient need, program guidelines and community resources.
- Knowledge of Illinois State law relating to professional nursing practice and the American Nurses Association *Scope of Practice for Public Health Nursing*

- Knowledge of adult learning and health education techniques and principles including: reproductive health education, related services information, option counseling and emergency contraception services.
- Knowledge of research techniques and principles as well as quality assurance/improvement systems.
- Knowledge of emergency preparedness - at home, work and in the community.
- Demonstrates knowledge of administration of immunizations to infants, children and adults.
- Demonstrates knowledge of a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation, and referral and follow up.
- Demonstrates ability to maintain working relationships with diverse populations and cultures; ability to engage clients and families in a care plan.
- Demonstrates ability to provide option counseling and referral for terminations.
- Demonstrates ability to work collaboratively with multidisciplinary teams to improve patient outcomes.
- Demonstrates communication skills (oral and written).

### **Other**

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Proficiency in use of intermediate computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Proficiency in the Health Department/County's data systems including but not limited to Patagonia, Cornerstone and Foxfire within 3 months of hire.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to travel throughout Illinois to attend program meetings, trainings and or conferences.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
  - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
  - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
  - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
  - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

### **TOOLS AND EQUIPMENT USED**

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

**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.

Work performed in the field is subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site, or during travel for the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Field location may subject worker to communicable diseases, raw sewage, immobilizing mud, food service equipment, vectors (i.e. mosquitos and ticks), fleas and chiggers, pathogens, snakes and poison ivy. Clinic conditions are similar to a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.

**Blood borne Pathogen Risk Code:** None  Low  Medium  High

**The above is intended to describe the general content of and requirements of the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities, or requirements.**

**I acknowledge that I have read the entire job description, and understand and agree with its content.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date