JEFFERSON COUNTY GENERAL HEALTH DISTRICT

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee:		**Division:**	Nursing
Classification:	Public Health Nurse/ CMH	**Reports to:**	Director of Nursing
Class No.:		**Employment Status:**	Part-time
Position:	Public Health Nurse/ CMH	**FLSA Status:**	Non-Exempt
Civil Service Status:	Classified	**EEO Category:**	2

QUALIFICATIONS:

Possession of a current valid license as a Registered Nurse with the State of Ohio Board of Nursing, plus at least one (1) year of experience as a nurse preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be licensed as a Registered Nurse with the State of Ohio Board of Nursing; must possess a valid State of Ohio driver's license and remain insurable.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Vaccination needles and other medical tools and instruments; computer, fax, copy machine, telephone, and other office equipment; automobile.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of: blood borne pathogens and other bodily fluids; communicable diseases; upset or emotionally distraught individuals; hazardous driving conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101

65% (1) Administers and coordinates the Jefferson County General Health District's Complex Medical Help Program under the direction of the Ohio Department of Health (ODH) (e.g., develops and schedules outreach activities; helps identify children with special health care needs that may qualify for program; reviews and evaluates client service needs; makes referrals to doctors and other medical professionals; explains programs to clients; assists with completing forms; assists clients with insurance-related issues and problems; conducts in-home visits or meetings at GHD to asses children and get complete medical history; provides healthcare information; works with other agencies to ensure child's needs are met;

Employee **Position:** Public Health Nurse/CMH

maintains consistent communication with family and answers questions promptly; assists with developing plan for future needs; assists with getting client's cases reapproved; documents client visits and contacts; etc.).

20% (2) Coordinates the Vaccines for Children program (e.g., inventories vaccines and reports in IMPACT; checks expiration dates and ensures expired vaccines are discarded; tracks temperature ranges in refrigerators and freezers to ensure vaccine safety; maintains up-to-date vaccine information sheets; administers appropriate vaccines for infants, children and adults; orders vaccines for program; ensures sufficient supply of Epinephrine and Benadryl on hand in case of allergic reaction; etc.).

5% (3) Receives and reviews abnormal lead level test results; provides education to clients and reports level to Ohio Department of Health; refers to lead clinic if results exceed specified levels; etc.

5% (4) As necessary, performs nursing related activities related to clients (e.g., takes measurements on height, weight, BMI, pulse, etc.; administers vaccines to infants and children; administers immunizations to adults; administers TB testing and reads results; administers pregnancy and STD testing; provides treatment; etc.).

(5) Maintains required licensure and certification.

(6) Demonstrates regular, predictable, and punctual attendance.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

5% (1) Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Jefferson County General Health District.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: District policies and procedures;* safety practices and procedures; public health nursing; Bureau for Children with Mental Handicaps rules and policies; community resources and services; communicable diseases; medical terminology; health department computer software; HIPAA policies and rules..

Skill in: use or operation of medical equipment and instruments; computer operation; use of modern office equipment.

Ability to: deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; prepare accurate

documentation; compile and prepare reports; communicate effectively; train or instruct others; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; work independently of others; travel to and gain access to work sites; exert 20 to 50 pounds of force occasionally (up to 1/3 of the time), and/or 10 to 20 pounds of force frequently (from 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:
None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee	**Position:**	Public Health Nurse/CMH

(Employee Signature) (Date)