

JEFFERSON COUNTY GENERAL HEALTH DISTRICT
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 3

Employee:		Division:	Nursing
Classification:	Public Health Nurse	Reports to:	Director of Nursing
Class No.:		Employment Status:	Full-Time
Position:	Registered Nurse	FLSA Status:	
Civil Service Status:		EEO Category:	

Qualifications

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

LICENSURE OR CERTIFICATION MINIMUM QUALIFICATIONS:

Must be licensed as a Registered Nurse with the State of Ohio Board of Nursing, with one (1) year of experience preferred. Possession of a current, valid, unrestricted license to practice as a Registered Nurse in the state of Ohio and remain insurable. Valid driver's license required.

ROLES AND RESPONSIBILITIES

This is a professional public health nursing position. The Public Health Nurse provides public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. A registered nurse in this capacity performs the full range of nursing duties at the Jefferson County General Health District and/or clinic sites.

ESSENTIAL FUNCTIONS:

1. Participate in or administer programs of the Clinical Division/Health Department, i.e., Cribs for Kids Safe Sleep, Get Vaccinated Ohio, Infectious Disease Surveillance, Well Child Clinics, Children with Medical Handicaps, Immunization Clinics, Community Health Assessment and Community Health Improvement Plan implementation, and community education.
2. 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.
3. 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.
4. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
5. Obtains and completes appropriate patient "Consent for Care" forms, ensures patient confidentiality and maintains orderly medical records. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.

JEFFERSON COUNTY GENERAL HEALTH DISTRICT
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 2 of 3

Employee:	Position: Registered Nurse	Public Health Nurse
------------------	-----------------------------------	----------------------------

6. Serve on relevant local community and interagency committees. E.g., participates with management and staff for Continuous Quality Improvement (CQI), Strategic Planning, and Public Health Accreditation Board (PHAB) committees.
7. Participates in the analysis of health data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
8. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
9. This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
10. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
11. Completes deliverables, reports or other requirements as per funding source guidelines.
12. Participates in PHEP (Public Health Emergency Preparedness) activities as needed and required.
13. Performs other duties as assigned consistent with job classification.

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 standard business office equipment.

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; chemicals commonly found in an office environment (toner, correction fluid, etc.); upset or emotionally distraught individuals; families with colds or flu's.

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

JEFFERSON COUNTY GENERAL HEALTH DISTRICT
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 3 of 3

Employee:	Position: Registered Nurse	Public Health Nurse
------------------	-----------------------------------	---------------------

POSITION CORE COMPETENCIES: Tier 2

Analytic/Assessment Skills
Policy Development/Program Planning Skills
Communication Skills
Cultural Competency Skills
Community Dimensions of Practice Skills
Financial Planning and Management Skills
Leadership and Systems Thinking Skills

*Core Competencies for Public Health Professionals, Council on Linkages Between Academia and Practice.

http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf

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 Signature)

(Date)