

Buena Vista County Public Health & Home Care Job Description

Subject: **Public Health Nurse**

Origination Date: 12/4/2021

Section: **Job Descriptions**

Revised: N/A

Approved by: Board of Health

Job Title: Public Health Nurse

Definition: Provides public health services, including clinics, and home visits to new mother, infants, and children.

Qualifications: Licensed as a Registered Nurse in the State of Iowa, or possession of a temporary license as issued by the Iowa Board of Nursing. Bachelor of Science in Nursing and two years of experience in a medical/surgical or related field preferred. Ability to work under stress. Ability to work in a non-structured setting with minimal supervision required. Ability to be organized, use time wisely, and be punctual. Must possess a valid driver's license, reliable transportation, and automobile insurance.

Reporting Structure:

Clinical Manager
Administrator

Responsibilities and Functions:

1. Knowledge of and ability to document utilizing the nursing process for mother, child and infant visits; including nursing diagnosis through assessment of client needs. Establish and maintain accurate clinical records for each client according to agency policies and procedures.
2. Ability to be proficient in basic mathematics by maintaining accuracy in fiscal documents such as time sheets and financial information regarding the client's services.
3. Knowledge of reimbursement systems and public health services available to client/agency and eligibility requirements needed to assure coverage of services.
4. Participate in public health programs as assigned, following agency policies and procedures, to promote health and wellness within the community. Services may include providing immunizations, immunization audits, screening procedures, TB skin testing, blood pressure screening, head lice check, vision testing, mom/baby visits, communicable disease follow-up, vaccination, and working with individuals for Maternal Health and Child Health services.

5. Knowledge of and ability to perform physical assessments to detect abnormalities. Ability to report pertinent findings to physicians.
6. Ability to follow up with findings and provide education to clients.
7. Ability to identify and refer clients to additional community services when appropriate.
8. Knowledge of the operation, use, and maintenance of equipment used by nurses and the agency.
9. Follow requirements for universal precautions and infection control techniques per agency policies and procedures.
10. Ability to manage programs assigned.
11. Assist with grant writing and responsible for completion of grant objectives.
12. Flexible working hours required to meet agency needs. This included working additional hours and flexing duties to provide coverage for vacations, sick leave, or increased patient caseload into meet client needs.
13. Assist clients to access available resources in the community through outreach, case finding, facilitating eligibility, referrals and coordination.
14. Assist with community education through lectures, in-services, or group meetings.
15. Knowledge of legal implications related to community health practice, including confidentiality and legal aspects of documentation.
16. Knowledge of patient's right and responsibilities when receiving public health nursing care/services and mandatory reporting responsibilities.
17. Knowledge and use of the chain of command in problem solving and employee concerns.
18. Ability to communicate effectively, both orally and in writing.
19. Ability to listen, report concerns, and follow instruction of the supervisor and/or administrator.
20. Ability to be professional and non-judgmental.
21. Ability to interact with peers and superiors in order to establish and maintain effective work relationships.
22. Attend staffing, workshops, and seminars to enhance nursing skills and CEUs pertinent to professional needs and maintenance of licensure.
23. Ability to show accountability and responsibility for job performance and identify opportunities for improvement. Setting goals and objectives and assessing progress towards goal achievement.
24. Assist with staffing updates and education as needing to internal staff.
25. Complete audits necessary to ensure compliance and quality assurance of the programs in accordance to policies established by the agency, grant contractors, and subcontractors.
26. Demonstrate a positive behavior and appearance.
27. Follow all agency guidelines and state and federal statutes and regulations.
28. Cross train to the position of Home Care Registered Nurse.
29. Other duties as assigned.

Typical Physical Demands and Environmental Conditions:

See attached description.

Note: This job description in no way states or implies that it includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related duties assigned by the Clinical Manager or Administrator.

Buena Vista County Public Health and Home Care is dedicated to equal employment and advancement opportunities without unlawful regard to race, religion, color, sex, age, national origin, disability, or any other characteristic protected by local, state, or federal law.

I HAVE READ THIS POSITION DESCRIPTION AND HAVE HAD MY QUESTIONS ANSWERED. I UNDERSTAND AND ACCEPT THE DUTIES AND RESPONSIBILITIES RELATED TO THIS JOB.

Employee Signature Date

Administrator Signature Date

Typical Physical Demands and Environmental Conditions: Public Health Nurse

Physical Demands	Rarely	Occasionally	Frequently	Continually
Sit			X	
Stand			X	
Walk			X	
Bend/Stoop			X	
Squat			X	
Crawl			X	
Climb			X	
Reach Above Shoulder level			X	
Kneel			X	
Balance			X	
Lift, Carry, Push, Pull				
Maximum 10 lbs.			X	
Maximum 20 lbs.			X	
Maximum 50 lbs.			X	
Maximum over 50 lbs.			X	
Must be able to:				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X
Environmental Conditions	Rarely	Occasionally	Frequently	Continually
Involves being:				
Inside			X	
Outside			X	
Exposed to Temperatures of				
32 degrees F and less		X		
100 degrees F and above		X		
Wet and Humid Conditions		X		
Noise, Vibration		X		
Fumes, Dust			X	
Hazards, Exposure	Rarely	Occasionally	Frequently	Continually
Infectious Waste		X		
Toxic Chemicals		X		
Needles/Body Fluids		X		
Radiation	X			
Chemotherapeutics	X			
Animals/Pets			X	

Rarely = 0% to 15% of the time, Occasionally = 16% to 33% of the time, Frequently = 34% to 66% of the time, Continually = 67% to 100% of the time.