

**POSITION DESCRIPTION
COUNTY OF FLOYD, INDIANA**

POSITION: Public Health Nurse
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2022

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Floyd County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Public Health Nurse for the Floyd County Health Department, responsible for providing education, health, and nursing care to County residents and ensuring compliance with established policies, practices, protocols, and professional and public health standards.

DUTIES:

Conducts a variety of health tests, screenings, and investigations, on site and off site, including but not limited to tuberculosis (TB), Hepatitis C, HIV/STD, communicable disease, unfit living conditions, food borne illness, blood pressure, and lead. Consults with patients and other health providers to provide instructions, treatments, immunizations, counseling, referrals, education, and follow-up appointments.

Prepares and maintains accurate medical records, including preparing charts, scanning records, updating patient file information in the system, and forwarding records to private physicians, schools, and other health agencies, and maintaining vaccine registry.

Determines eligibility of patient's insurance and runs eligibility checks. Receives, reviews, corrects, and enters claim information into billing system. Follows up on pending claims and resolves issues with denied claims.

Assists with setting up and taking down, off-site immunization and testing clinics.

Monitors travelers from countries with active cases of Ebola.

Provides Narcan education and distribution.

Monitors supplies for clinics, mobile unit, and drive-thru sites, including medications, diagnostic equipment, appliances, cleaning supplies, and Personal Protective Equipment (PPE).

Consults and coordinates with state, federal, and other public health officials, health providers and the public and maintains effective working relationships.

Represents Health Department before public organizations, such as Board of Health, and serves as member of various health or community related committees, such as Drug and Alcohol Task Force.

Assesses, plans, and provides nursing services and community outreach to homeless camps, homebound patients, schools, nursing homes, assisted living facilities, day cares, and churches.

Performs various office duties, including but not limited to, scheduling appointments, answering phones, ordering supplies, filing, making copies, creating forms and signs, and cleaning exam rooms.

Compiles and prepares a variety of reports as required by State and County Board of Health, and other government and regulating agencies.

Performs duties of other department personnel in their absence or as assigned.

Testifies in legal proceedings/court as necessary.

Attends meetings, educational workshops, and training seminars as needed or required.

Responds to public health emergencies on a 24-hour basis and serves on call on rotation.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Nursing degree from an accredited college or university and must be a Licensed Practical Nurse.

Possession of or ability to obtain and maintain required certifications/licenses and/or successfully complete required training, including CPR, TB testing, STD/HIV prevention and testing, Federal Emergency Management Association (FEMA) certifications, Hazmat training, and other areas as required for assigned duties.

Must be at least 21 years of age.

Ability to meet all department hiring and retention requirements, including passage of a medical, psychological and written exam, and a drug test.

Working knowledge of standard immunization practices, procedures, and potential complications with ability to effectively perform duties at related clinics.

Working knowledge of accepted principles and practices of Public Health Nursing and ability to effectively assess and screen individuals, assess needs, provide information, treatments, assistance, and referrals as appropriate.

Working knowledge of federal, state, and local laws and regulations governing public health operations and preventive medicine with ability to perform duties in compliance with all applicable codes, laws, rules and requirements and adhere to established safety procedures.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to maintain complete and accurate files and prepare department forms/documents/reports within established deadlines.

Working knowledge and experience with word processing, spreadsheets, email, online document processing, and department-specific software/systems.

Working knowledge of and ability to properly operate a variety of nursing equipment, such as needles, syringes, pulse oximeter, stethoscope, blood pressure cuff, glucometer, hemoglobin analyzer, lancet device, Automated External Defibrillator (AED), thermometer, and temperature data logger.

Working knowledge of health resources and social services available to Floyd County.

Ability to be cross trained in duties of other department positions and perform the duties as needed or as required by their absence.

Ability to examine, screen, and treat individuals in a home, clinic, hospital, or other public or health-related environment.

Ability to operate standard office equipment, including computer, calculator, cell phone, fax machine, scanner, and copier.

Ability to follow blood and body fluid precautions in the workplace when dealing with clients utilizing department programs.

Ability to prepare and present public speaking presentations and educational materials and maintain positive community support and public relations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, state and federal officials/agencies, various boards and civic groups, Board of Health, IDOH, personnel from a variety of other health-related agencies, schools, churches, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to HIPAA, state, and department requirements and policies.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze, investigate, diagnose, and evaluate data, and make determinations based on data analysis.

Ability to count, compute, and make simple arithmetic calculations.

Ability to file, post, and mail materials, and compare and observe similarities and differences between data, people, or things.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, work rapidly for long periods, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/coordinate numerous and diverse work projects, and manage time and resources effectively.

Ability to influence others to act favorably, utilize good judgment in extreme and uncommon situations, and maintain constructive relationships.

Ability to testify in legal proceeding/court.

Ability to regularly work extended hours, evenings, and/or weekends and occasionally travel out of town for training, sometimes overnight.

Ability to occasionally respond to public health emergencies on a 24-hour basis and regularly serve on call on rotation.

Ability to attend meetings, educational workshops, and training seminars as needed or required.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent conducts public health programs and procedures in accordance with generally applicable guidelines and established procedures and requirements, exercising judgment to effectively monitor communicable diseases, assess and evaluate individuals, and provide information, counseling, treatment, assistance, and referrals. Incumbent's work involves a variety of nursing duties that include a broad range of individual situations and often requires careful consideration of complex circumstances and multiple variables.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of public health programs according to technical specifications and standard practices of the profession. Incumbent plans and arranges own work and only refers to supervisor for unusual matters. On rare occasions, decisions are made in the absence of specific policies and procedures and/or guidance from supervisor. Work is primarily reviewed for technical accuracy, soundness of judgment, compliance with department policy, and adherence to instructions/guidelines.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, state and federal officials/agencies, various boards and civic groups, Board of Health, IDOH, personnel from a variety of other health-related agencies, schools, churches, and the public for purposes of exchanging ideas and information, explaining and interpreting policies and procedures, providing instruction, and advising and/or counseling.

Incumbent reports directly to Clinical Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, laboratory, storeroom, vehicle, and outdoors, involving sitting/walking at will, sitting for long periods, standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing up to 50 pounds, bending, reaching, driving, crouching/kneeling, handling/grasping/fingering objects, pushing/pulling objects, color/depth perception, close/far vision, hearing sounds/communication, speaking clearly, working in extreme hot or cold temperatures, and wet/icy surroundings. Incumbent maintains frequent contact with the public and may be exposed to irate/hostile persons. Incumbent must always follow safety precautions and universal health precautions, such as wearing protective clothing or equipment, and respond to situations involving potential physical harm to self and others.

Incumbent regularly works extended hours, evenings, and/or weekends and occasionally travels out of town for training, sometimes overnight. Incumbent occasionally responds to public health emergencies on a 24-hour basis and regularly serves on call on rotation.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Public Health Nurse for the Floyd County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name