

## **JOB DESCRIPTION**

### **GRANT COUNTY HEALTH DEPARTMENT**

**POSITION:** IMMUNIZATION NURSE – PART-TIME

**WORK SCHEDULE: Within office hours:** PRN M-F, 8:00 AM – 4:00 PM,  
(POSSIBLE WEEKEND/EVENING HOURS, AS NEEDED)

**PAY RANGE:** \$22-\$24/hour

**LAST REVISED:** 06-04-2024

**STATUS:** Part-time/PRN – up to 25 hours per week

Under general supervision of the Public Health Nursing Manager the Immunization Nurse conducts and delivers the daily programs, services, and activities of the Nursing Division. The Immunization Nurse uses independent judgment while making decisions that affect the Health Department operations acting within the framework of established National, State and Local Laws, codes, rules, and guidelines, including Health Department policies, protocols, and objectives.

#### **DUTIES AND RESPONSIBILITIES**

Delivers basic operational functions, processes, and procedures of the Nursing Division such as: assessing patient needs, administering immunizations, educating patients, conducting and participating in outreach clinics.

Communicates professionally, clearly and concisely, orally and in writing.

**Performs any and all tasks as directed by the Nursing Manager or Administrator**

#### **SKILLS:**

Possesses the ability to:

- apply common sense understanding to carry out standing orders, instructions, and directives in written, oral, or graphic form.
- demonstrate a general understanding of all services delivered by the Grant County Health Department.
- effectively use office equipment to obtain records and billing information for clients.
- behave as a professional, demonstrating dignity and respect for peers, patients, subordinates, and superiors while exercising calm and control in difficult situations.
- interact with infants and children and their parents in a calming, reassuring manner, while educating and vaccinating.
- effectively present information in one on one, small and large group situations to customers and clients.
- add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**EDUCATION AND EXPERIENCE:** Possession of a current, valid Medical Assistant certification, Indiana LPN license or Indiana RN license.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

*The physical demands and work environment described here as 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 ENVIRONMENT:** Duties are performed in an office setting, and in the field; both indoors in institutional and occasionally in outdoor, residential, and business settings.

*Grant County is an Equal Opportunity Employer.*