



HOWARD COUNTY GOVERNMENT

Job Posting

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Howard County Government is an Equal Opportunity Employer

PUBLIC HEALTH NURSE

POSITION: Public Health Nurse

STATUS: Part Time

DEPARTMENT: Health

FSLA STATUS: Exempt

WORK SCHEDULE: As assigned; evening and weekend hours as needed

SALARY: \$32.45/max hourly

Under general supervision of the Director of Public Health Nursing and Administrator, all reporting to the Health Officer, the Public Health Nurse (PHN) conducts and delivers the daily programs, services, and activities of the Public Health Nursing Division. The Public Health Nurse uses independent judgment while making decisions that influence the aforementioned operations. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies, protocols, and objectives; the Public Health Nurse is the agent of the Howard County Health Officer.

Public Health Nursing is a specialty practice within nursing and public health. It focuses on improving population health by emphasizing prevention and the social determinants of health. It includes advocacy, policy development, and health planning, and addresses issues of social justice and health equity. (American Public Health Association, 2013)

DUTIES:

- Implements immunization programs according to Indiana Department of Health (IDOH) guidelines, interviews/educates parents and clients, determines appropriate vaccines for client, administers agreed upon immunizations, maintains written and electronic documentation.
- Administers and interprets tuberculosis skin tests. Dispenses latent tuberculosis medications; Provides in-person or virtual Directly Observed Therapy (DOT, vDOT) to active tuberculosis patients. Provides nursing education to tuberculosis patients and family members. Maintains written and electronic documentation of testing, treatment and education activities provided.
- Conducts sexually transmitted infection (STI) screenings & testing including, but not limited to obtaining health history, collecting specimens/instructing patients in specimen self-collection, performing venipuncture, providing treatment per protocol, performing CLIA waived testing, providing education and counseling to clients regarding harm reduction, preparing specimens for transport and shipping specimens.
- Assists with the investigation of reports of communicable diseases according to Indiana Department of Health and Centers for Disease Control (CDC) guidelines, including interviewing, educating and testing patients and their contacts, maintaining appropriate

written and electronic records, communicating with and reporting to IDOH and the CDC, and conducting follow-up interviews as needed.

- Assists with capillary blood lead and hemoglobin testing, maintaining appropriate written and electronic records, providing results and education to parents and answering questions and concerns.
- Responds to telephone and walk-in client inquiries regarding diseases, screenings, and general health concerns.
- Promotes community health education, including providing oral and written/printed information to patients and clinic visitors, preparing and delivering public health education programs at various venues such as health fairs, community groups and requested public speaking engagements.
- Attends staff meetings, continuing education seminars, conferences, and meetings to improve/acquire knowledge of current trends and evidence-based practices in public health.
- Provides guidance and referrals to community resources to individuals in need.
- Participates in emergency preparedness activities, such as drills, mass prophylaxis clinics, and education regarding man-made and natural diseases. Cross-trains in non-nursing areas as part of emergency preparedness as necessary.
- Assists with clinical quality assurance/quality control activities as requested.
- Supports other nursing staff members in their specifically assigned program areas during periods of increased activity.
- Performs related duties as assigned.

JOB REQUIREMENTS:

Holds one of the following:

- a Bachelor of Science in Nursing degree (BSN) with training in community and population health (Preferred); OR
- Associate Degree in Nursing (ADN) with minimum 5 years' experience in a related area.

Possesses all of the following:

- License to practice as a Registered Nurse in the State of Indiana, in good standing.
- American Heart Association Basic Life Support (BLS) CPR Certification
- IDOH Tuberculosis Skin Testing Certification **within 3 months of hire.**
- Complete National Incident Management System (NIMS) 700 and 800 and Incident Command System (ICS) 100 and 200 **within twelve (12) months of employment.**
- A valid Indiana driver's license with demonstrated safe driving record.

Working knowledge of and ability to apply state and local public health regulations, accepted principles, practices and common issues in public health nursing, including, but not limited to, administering immunizations and potential complications, tuberculosis control, communicable disease symptoms/treatment/control, lead screening/testing, and public health education.

Working knowledge of standard English grammar, spelling and punctuation, and ability to maintain accurate records, and prepare detailed reports.

Ability to effectively examine and screen individuals, assess needs, and provide appropriate information, treatment, assistance, and referrals.

Ability to properly use various medical equipment, including stethoscope, sphygmomanometer, syringes, lancets, filter paper, and thermometer.

Ability to effectively communicate orally and in writing with co-workers, other county personnel, ISDH, health care providers, school personnel, community organizations, local Family and Social

Services Administration, children, and adults, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to and properly use standard office equipment, including computer, printer, telephone, copier, fax machine and scanner.

Ability to physically perform the essential duties of the position.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand and carry out written and oral instructions/directions, and appropriately respond to constructive criticism.

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

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

Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

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

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for home visits, but not overnight.

To apply for this position, please complete a Howard County Employment application located online at <https://www.in.gov/counties/howard/home/careers/> and send application and resume to:

James Vest, Health Dept Administrator, james.vest@howardcountyin.gov