

Position Title: Public Health Nurse

FLSA Status: Non-exempt

Reports to: Health Department Director

Department: Health



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for providing skilled nursing services to the community. Employee must exercise independent judgment as employee often works alone with no direct supervision.

II. Essential Duties and Responsibilities

- Provides skilled nursing and other therapeutic services with a family-centered approach in the home or other appropriate place
- Promotes health and prevention of illness, both mental and physical
- Assists individuals in obtaining other necessary community services appropriate to their needs
- Recognize unmet needs of the community and participate in planning solutions. Applies the nursing process to individuals, families and groups in the community, school settings, and jail.
- Assesses needs pertinent to the health of the individual, family, group, or inmates.
- Establishes realistic short term and long term goals and priorities based on the needs of the total family or group.
- Formulates a thorough and realistic plan of care with the individual, family, or group.
- Coordinates plans with other professional workers and the individual, family, or group for the effective use of community resources.
- Establishes and maintains a nursing record of care provided and makes reports as requested, i.e., Medicaid, charts, programs, grants, jail, etc.
- Provides nursing services based on the concepts of health promotion, disease prevention, maintenance of health, rehabilitation, and education.
- Plans with the client the concept of continuity of care to the extent of the client's capability.
- Evaluates the nursing service given to the individual, family, or group.
- Applies agency policy for the determination of priorities based upon the total caseload.

- Promotes activities of the agency while providing education and making presentations to appropriate groups in the community on public health topics.
- Travels to clients homes to provide nursing care.
- Keeps necessary records and reports and performs other tasks as necessary or directed.
- Cooperates with other community resources in planning of public health programs.
- Organizes and provides services in a clinic setting, i.e., immunizations, foot care, blood pressure, health screenings, WIC (Women, Infants, and Children), etc.
- Participates in surveys and assessment techniques regarding the general health of the community and inmates.

III. Related Job Functions

- Participates in the development, operation, assessment, and evaluation of the public health agency programs and grants.
- Contributes to the development of the philosophy, purposes, policies, and procedures of the nursing services in the Agency.
- Assists with the orientation and guidance of new staff members, volunteers, students, citizen committees, and boards.
- Represents the agency in an official role when so designated.
- Contributes in the evaluation of workers under shared supervisory responsibility.
- Demonstrates responsibility for professional and/or personal growth.
- May provide lactation education services and act as BreastFeeding Coordinator.
- Plays a major role in the identification of own professional needs in relation to the job Initiates plans for continuing education and evaluates own professional growth.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establish and maintain effective working relationships with co-workers and others.
- Attends work-related in-services, workshops, staff meetings and training sessions as directed.
- Performs related work as required or directed.

IV. Physical Demands

Up to 75% of time is spent standing and talking. Up to 50% of time is spent walking, hearing, using near vision and low fingering (taking clients' pulses, blood pressure, physical assessments, etc.) About 75% of time is spent sitting, bending/twisting, reaching supplies, feeling (physical assessments, etc.) and low amounts of handling (educational materials). Activities done about 10% of time, include stooping, crouching, low to very high lifting - up to 80 lbs. (supplies, equipment, etc.), and pushing carts on uneven surfaces. Uses nursing related tools such as blood pressure devices, thermometers, hemocue, scale, stadiometer,

audiometer, etc. and other equipment such as computer/typewriter, telephone, fax machine. Drives automobile.

- Involves potential and/or direct exposure to blood or body fluids.
- Involves potential for physical attack intermittently.
- Involves potential for exposure to hazardous working conditions.

V. Education and Training Requirements

- Graduate from an accredited School of Nursing with Bachelor of Science degree in Nursing (B.S.N.) and at least one year of institutional experience, or any acceptable combination of education, training and experience which provides the necessary knowledge, skills and abilities. Preference for public health nursing experience.
- Requires current Wisconsin Registered Nurse license and CPR Certification.
- Possession of a valid Driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for City and rural travel.
- Thorough knowledge and skill of professional nursing techniques and current Nurse Practice Act.
- Working knowledge of the practice of Public Health Nursing.
- General knowledge of community resources and their roles and functions as related to community health.
- Ability to plan, organize, and schedule priorities effectively, with the understanding that the schedule may vary on short notice which will require flexibility in priorities.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.