

Lincoln County Position Description

Position Title: Public Health Nurse

Department: Health Department

Pay Grade: LTE

FLSA: Exempt

Date: September 2022

Reports to: Director/Health Officer

Purpose of Position

LTE position provides support to public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities based on professional nursing and public health principles, concepts, and practices. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities.

Essential Duties and Responsibilities

Under general supervision, the Public Health Nurse LTE Position performs the following duties for this position. These are not to be construed as exclusive or all-inclusive.

Public Health Science

1. Provides individual nursing assessments, screening, treatment, and counseling of clients in the jail and school setting; referrals and follow-up as needed; training, technical assistance, and nursing delegation to personnel regarding the health of client.
2. Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, and developmental assessment. Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
3. Applies fluoride varnish treatments to children
4. Administers immunization to infants, children and adults
5. Administers TB Skin Testing.
6. Provide for prevention and control of communicable disease through the initiation of epidemiological investigations and surveillance, interpretation of laboratory findings and physician's diagnosis to individuals and families in accordance to Wisconsin State Statutes.
7. Obtains and completes appropriate patient "Consent for Care" forms, ensures patient confidentiality and maintains orderly medical records. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
8. Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
9. Documents patient assessment and intervention data in medical records. Uses established medical record forms, databases and documentation practices.
10. Inspect and provide consultation to facilities such as food, lodging and recreation under the contracts with the State Division of Public Health and the State Department of Agriculture, Trade and

Consumer Protection to determine compliance with public health statutes, regulations, and codes.

Communication and Cultural Competency

11. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
12. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.

Leadership and Systems Thinking

13. Maintain confidential client records and prepares and maintain reports such as daily activity reports and grant deliverable reports.
14. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.

Other

15. Performs other duties as assigned consistent with job classification.
16. Maintains and secures equipment and supplies.
17. Tracks daily time accurately for payroll and grant reporting

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Nursing from an accredited nursing school and is currently licensed as a registered nurse in the state of Wisconsin.

Certification Requirements

- Maintains current CPR certification.
- Obtain and maintain training in respiratory fit testing, as applicable.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Ability to use a variety of nursing equipment including syringes, stethoscope, otoscope, audiometer and other assessment and screening equipment, etc.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to utilize a personal computer for data management including word processing, e-mail and information gathering.

- Must be proficient in Google Applications and Microsoft Office programs and ability to use the Outlook, Access, Word, Publisher, PowerPoint and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra and descriptive statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including patient charts, health records, diagnostic reports, lab reports, immunization forms, referral forms, medical references, policy and procedure manuals, educational materials, etc.
- Ability to prepare a variety of documents including patient records, daily activity reports, referral forms, disease forms, telephone log, assessment results, letters and other correspondence, educational materials, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Demonstrates knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Demonstrates knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).
- Demonstrate knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document the patient's treatment progress and response; ability to refer to appropriate providers as indicated.
- Demonstrates knowledge of ACIP guidelines to determine which immunizations are needed for an individual based on individual demographics and medical history
- Ability to administer immunizations to infants, children and adults
- Ability to provide a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation, referral and follow up.
- Demonstrates knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Demonstrates knowledge of health care systems structure and function; ability to make appropriate client referrals based upon patient need, program guidelines and
- Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association *Scope and Standards of Practice for Public Health Nursing* any other Federal and State laws and regulations applicable to practice as a public health nursing professional.
- Ability to work with groups including facilitation, collaboration, negotiation and conflict resolution.
- Demonstrates knowledge of research techniques and principles as well as quality assurance/improvement systems.
- Demonstrates knowledge of data collection, analysis and interpretation techniques.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability:

- Ability to work effectively in a public health environment.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors, such as disease, may cause discomfort and poses a limited risk of injury.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date