

***Cerro Gordo Department of Public Health
Family & Community Health Service Section
22 N. Georgia Avenue, Suite 300
Mason City, IA 50401
(641) 421-9300***

Position Description: Public Health Nurse
Reports To: Family & Community Health Service Manager
FLSA Status: Exempt, Full Time
Expected Work Week: Monday – Friday, 8:00 a.m. to 4:30 p.m., may also include holidays and weekends
Salary Range: \$53,000.00 to \$63,000.00, DOQ
Prepared By: Valerie Conklin, RN, BSN, F&CHSM
Prepare Date: June, 2016; Revised June 2017, Revised July 2018, Revised February 2019
Approved By: Ron Osterholm, Health Director
Approved Date: June 2016
Reviewed Date: July 2018

Definition:

The Public Health Nurse, under the supervision of the Service Manager, performs skilled public health nursing care functions to include: case managed home care for disease and disability patients, maternal and child health, clinical health service and health promotion.

Duties to Include:

Under the general supervision of the Family and Community Health Service Manager and as part of the Family and Community Health Service Section, the Public Health Nurse performs the following roles and responsibilities within the framework of Cerro Gordo County Department of Public Health's provision of core functions and essential services:

Responsibilities:

1. Performs comprehensive individual and family assessments
Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills
 - Assessments include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources, supports, and access to health care.
 - 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.
 - Plan the care of the patient in a systematic, coordinative approach for intervention with appropriate verbal or written communication with a licensed physician.
 - Develop health related goals with client and family utilizing the nursing process with appropriate nursing/medical diagnosis; teaches/demonstrates self-care procedures; evaluates responses to established plan and determines modifications.
 - Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
 - Documents patient assessment and intervention data in medical records. Uses established medical record forms, data bases, and documentation practices.
 - Obtains and completes appropriate patient forms, ensures confidentiality and maintains orderly medical records. Follows medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document someone's treatment progress and responsibility to refer to appropriate providers as needed.

2. Healthy Education and advocacy

Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skill

- Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations, and local code.
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available health department and community programs and service and are assisted in utilization of those services.
- Knowledgeable of anatomy, physiology, pathophysiology, epidemiology, physical assessment, basic pharmacology.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).

3. Coordinate care delivery to individual or community members

Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills

- Coordinate program services in the home provided by Home Care Aides, speech, occupational, physical and enterostomy therapists

4. Effectively communicate

Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills

- Adapts public health nursing care to individuals, families, and groups based on cultural needs and differences.
- Utilizes social and ecological determinates of health to work effectively with diverse individuals, families, and groups.
- Articulates the role of public health nursing to internal and external audiences.
- Solicits input from individuals, families and groups when planning and delivering health care.
- Communicates effectively with individuals, families, and groups and as a member of inter-professional team(s).

Education and Experience:

- Graduate of an accredited college with a Bachelor's Degree in Nursing and three (3) years of professional nursing experience

Or

- Graduate from approved School of Nursing (ADN or Diploma) with five (5) years of nursing experience.

Public Health Preparedness:

- Knowledge of public health preparedness issues. Knowledge of Incident Command System and National Incident Management System. Ability to achieve National Incident Command System competency training compliancy.

Training/Continuing Education Requirements:

- As approved by the service manager or health director, must attend 40 hours of education pertaining to current job roles annually.

- As approved by the service manager, must attend county funded continuing education training to meet licensure requirements of 36 hours every three (3) years, current CPR certification and Dependent and Child abuse training every five (5) years. Other training specific to program development as required.

Licensure Requirements:

- Registered Nurse

Optional Licensure Incentives:

- Tuition reimbursement available to advance nursing education level.
- Any approved licensure or certification listed per Cerro Gordo County Department of Public Health Employee Handbook or Manager's Guide. A likely option is the Certificate in Public Health; this certificate requires 50 continuing education credits every 2 years.

Physical Requirements:

- Employee will frequently stand, walk, talk, hear, twist, bend, stoop, kneel, crouch, and use hands to finger, handle, feel, push, pull, or reach with hands and arms in using various instruments (scales, meters, scopes, pumps, catheters, syringes, etc.) in examining, administering and obtaining specimens for various tests. They will occasionally sit, climb stairs, or smell (for assessment purposes). Employee may frequently be required to lift up to 35 pounds, and occasionally lift or support up to 50 pounds. Employee needs to have corrected vision of 20/40 for driving as well as the following specialized vision requirements (close, distance, color, peripheral, depth, and ability to adjust focus).

Special Requirements:

- Valid Iowa driver's license if driving on county business.
- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.
- Dependable personal automobile.
- Ability to obtain an Iowa nursing license.

Environmental Adaptability:

- The employee will frequently be exposed to outdoor weather conditions, communicable disease, infectious sores, human wastes, and body fluids. While in a client's home, they may occasionally be exposed to toxic or caustic chemicals, radiation, wet or humid conditions (non-weather), fumes or airborne particles, moving mechanical parts (oxygen machine, Hoyer lifts). The work environment noise level will typically be moderate.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.