



Position: Temporary Part-time Public Health Nurse
Department: Health

Union: Non-Union
FLSA Status: Non-Exempt

Summary Description

Under general supervision of the Community Public Health Officer (CPHO), performs a variety of nursing duties requiring a thorough knowledge of the nursing process and health screening techniques. Promotes and maintains optimal health for all members of the City in their usual settings of home, school, and work. Utilizes the core public health functions of assessment, policy development, and assurance. Performs related work as required. This position requires the ability to work independently, exercising judgment and initiative.

Supervision/Accountability

This position is accountable directly to the Community Public Health Officer; has no supervisory duties.

Major Duties/Responsibilities

Enforces the rules of the Wisconsin Department of Health Services and local ordinances for the protection of community public health.

Investigates all reported communicable disease and report findings to the State utilizing the Wisconsin Electronic Data Surveillance System (WEDSS). Investigates all reported animal bites and follow-up according to the department policy.

Controls contagion by investigating reports of contagious diseases, promoting immunizations for all ages, and monitoring the immunization status of all children. Counsels, prepares, administers drugs, and records immunizations according to department policy. Audit immunizations records.

Visits clients in their homes to assess/monitor health status. This includes new baby visits, developmental screening visits, follow-up on referrals, and routine monitoring visits. Acts as a liaison for health needs for all clients.

Participates in emergency government activities and other preparedness or all-hazard activities.

May assist other staff with grant-related activities.

Documents nursing actions and maintains health records in a confidential manner. Keeps statistics of activities performed.

Performs health related screenings (B.P., vision, hearing, Ages and Stages Questionnaire, scoliosis, etc.) in the office, schools and community.

Provides or assures the provision of screening, referral and follow up for population groups to

prevent or delay the onset of chronic disease or injury.

Disseminates information regarding the incidence and prevalence of identified chronic disease and injuries that cause disability and premature death within the community.

Participates in Health Fairs and other community events. Offers health education to individuals and groups. May work beyond regular office hours.

Maintains effective communication between staff, clients, and other health care providers. Acts as a resource person to the public regarding health related issues and topics.

Able to work flexible hours, including weekends and evenings.

Performs delegated duties for the efficient conduct of health department affairs.

Minor Duties/Responsibilities

Provides office coverage for telephone triage and "walk-in" clients. Performs office-related duties such as filing of clinic records and other information.

Attends staff meetings.

May assist with mentoring new Public Health Nurses; assists with staff orientation; cross-trains with other PHN's, and assist with their duties during absences.

Acts as a preceptor when working with student nurses.

Responsible for notification to other City departments of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Attends professional seminars and meetings in order to improve working knowledge and skills.

Administers basic life support (CPR/First Aid) according to recognized standards of practice for infants, children and adults.

Assist with updating department policies/procedures.

Acts as a resource/liaison to schools.

Assist and/or refer with environmental issues, including human health hazards, as necessary.

Performs other duties as assigned.

Knowledge

Thorough knowledge of the nursing process: how to assess clients, implement plans of care with the clients, and evaluate the effectiveness of the plans. Principles of contagion control, immunizations, and record-keeping procedures. Principles of human anatomy and physiology and

how disease entities affect body systems. Drug interactions within the body. Knowledge of policies and procedures established for the department. Ability to apply principles of growth and development across the life span. Basic first aid and CPR. Knowledge about community agencies and their roles in contributing to the health and welfare of individuals, families and groups.

Skill/Ability

Ability to perform nursing care and health related screenings with accuracy, requiring independent judgment. Skill in the use of screening tools such as audiometers, sphygmomanometers, scales, lab screening equipment, glucometers, and Snellen charts. Skill in the use of capillary or venipuncture lab draw. Skill in the administration of immunizations to adults, adolescents and children. The ability to accept responsibility, to make decisions and to effectively prioritize work. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; interviewing, counseling, and documentation of findings, while respecting client confidentiality. Ability to utilize 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. Ability to establish and maintain cooperative and effective relationships with employees and citizens contacted in the course of work. Ability to effectively handle a variety of difficult situations and problems. Ability to follow standard safety practices and procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Skill in operating the listed tools and equipment. Ability to perform required mathematical computations. Ability to work independently.

Education/Experience

Must possess a Bachelor of Science degree in Nursing from an accredited College or University. A minimum of two (2) years of experience at a Public Health Department is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

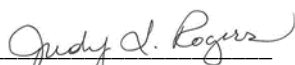
A high degree of hand-eye coordination is necessary to operate medical instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is regularly required to bend, sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, the ability to adjust focus.

License/Certification

Possession of a valid license to practice as a Registered Nurse in the state of Wisconsin is required. A valid Wisconsin Motor Vehicle operator's license is required. Certification in CPR/AED/First Aid, as scheduled by the Health Department is required to be obtained during your introductory period. Loss of license or certification may be cause for demotion or termination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Health Manager

Revision History:
April 1, 2020
February 8, 2016