



basis.

**2. Laboratory:**

- a. Establish laboratory procedure and operations. (EE)
- b. Assure safe environmental conditions. (EE)
- c. At least annually review/revise and obtain Health Officer Signature for standing orders and procedures. (EE)
- d. Conduct a review of laboratory procedures at least annually. (EE)
- e. Assure that a quality assurance program is established and maintained. (EE)
- f. Assure Laboratory Licensing is current and renewed yearly. (EE)
- g. Assure requirements of laboratory license are met and maintained. (EE)

**3. Communicable Diseases:**

- a. Monitor professional practice and program activities to ensure compliance with agency policy and procedures, State Assurances and laws, Federal laws, and program, standards and guidelines for the following: TB, HIV/AIDS, Sexually Transmitted Diseases, vaccine preventable diseases and other reportable diseases. (EE)
- b. Assist in developing, implementing, and monitoring program goals, objectives, policies, procedures, and budget. (EE)
- c. Assure all employees utilizing Orpheus meet all requirements: yearly agreement signatures, HIPAA certification, attendance at monthly Orpheus webinar meetings, and use of secure log on procedures. (EE)
- d. Assure state standards for reporting, investigating and completing disease reports are met by periodic auditing of Orpheus Reports for the appropriate categories. (EE)
- e. Attend OR Epi annual meeting at least once every 3 years. (EE)

**4. Immunization:**

- a. Responsible for meeting and maintaining the standards and requirements for the Oregon Immunization and Vaccines for Children (VFC) programs. (EE)
- b. Liaison with Oregon Health Authority and Oregon Immunization Program (OIP) staff. (EE)
- c. Implement current ACIP and OIP recommendations: (EE)
  - i. Attend statewide immunization meetings
  - ii. Attend necessary training/in-services
- d. Become a Super User for Oregon ALERT IIS (state immunization data base) and:
  - i. Assure all employees needing access to ALERT IIS receive the appropriate training and maintain records of the training. (EE)
  - ii. Assure monthly vaccine inventory counts, vaccine reports are completed and all vaccine inventory is accounted for. (EE)
  - iii. Maintain adequate vaccine inventory to assure required vaccines are available to all Umatilla County residents. (EE)
- e. Immunization Action Plan (IAP):
  - i. Write and submit annual plan outlining agency's commitments to IAP. (EE)
  - ii. Submit progress report as required. (EE)
  - iii. Coordinate UCo Health immunization activities with private providers to assure all infants and children are adequately immunized. (EE)

**OTHER DUTIES OF POSITION**

- Assess the public health needs within the community and with appropriate groups, plan

- and develop programs with a primary prevention and health promotion focus. (EE)
- Analyze services and health data and incorporate results into program planning and implementation. (EE)
  - Establish standards and direct nursing practice to ensure a high quality of professional service and compliance with the Nursing Practice Act. (EE)
  - Plan, organize and direct the work of professional, technical and support personnel. (EE)
  - Interview and recommend for hire; orient staff to agency policies and programs. (EE)
  - Provide for staff development through in-service educational programs; individual guidance, performance evaluation and other staff development techniques. (EE)
  - Participate in determining priorities for service and allocate staff accordingly. (EE)
  - Participate in budget and grant preparation; monitor fiscal expenditures. (EE)
  - Represent the department to community groups, other agencies and the media. (EE)
  - May be required to travel with occasional evening meetings and/or overnight stays in pre-arranged accommodations. (EE)
  - Participate in occasional after hours or weekend events that may include health fairs, community clinics, and public health emergencies. (EE)
  - Communicate clearly and concisely, both verbally and in writing. (EE)
  - Be intuitive and perform duties independently without close supervision. (EE)
  - Other duties as assigned.

### **REQUIREMENTS FOR POSITION**

- ADN +10 years of experience or BSN +3 years of experience from an approved school of nursing.
- Master's Degree in Nursing or closely related field, preferred.
- Two (2) years of supervisory experience preferred.
- Requires current, unencumbered Oregon RN license (or ability to obtain prior to hire)
- Requires current BLS CPR certification (Training available)
- Experience in communicable disease, clinic, and community health services preferred
- Ability to work with diverse populations
- Valid Driver's License

### **PROFESSIONAL RELATIONSHIPS**

Establish and maintain collaborative and effective working relationships with UCo Health staff members, other county employees, representatives of other agencies and organizations, and members of the community.

### **PROFESSIONAL DEVELOPMENT**

Attend educations and training modules that encourage professional development and enhance continual learning; ensure that own reflective practice and ongoing professional and personal development needs are addressed; assist in training and mentoring staff; and maintain regular and consistent attendance.

### **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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

---

Employee's Signature/Date