

DEPARTMENT: Health and Human Services Department

EMPLOYEE NAME:

DIVISION/SECTION: Public Health Division

POSITION TITLE: Public Health Nurse

JOB SERIES: Public Health Nurse **SALARY RANGE:** Range 25

UNION COVERED: Yes **BOLI EXEMPT:** Yes

GENERAL DESCRIPTION OF POSITION: Work to protect and improve the health of Umatilla County residents through prevention, education and the provision of direct home or office services in the areas of immunization, family planning, communicable disease investigation, sexually transmitted disease clinics, HIV testing, counseling, and follow-up, pregnancy screening and prenatal education, general health education and referral.

SUPERVISORY RELATIONSHIPS: Works under the direct supervision and assignment of the Nursing Supervisor and/or indirectly under the supervision of the Public Health Administrator. Supervision of employees is not a responsibility of this position but may direct and oversee the work of other team members, students and volunteers. All Public Health nurses are part of the Health Department team.

PRINCIPAL DUTIES OF POSITION:

1. Provide direct home, clinic or lab services to clients in all three (3) public health clinics with full documentation:
 - A. Immunization
 - Administration of vaccines. (EE)
 - Education about efficacy and potential side-effects. (EE)
 - Provide tracking services for the client and community [schools, physicians]. (EE)
 - Educate client about appropriate scheduling of vaccines. (EE)
 - Monitor and record vaccine storage temperatures twice daily. (EE)
 - Complete vaccine inventory and usage counts monthly. (EE)
 - Prepare, reconcile and submit monthly vaccine report to OIP. (EE)
 - B. Family Planning
 - Education and counseling of potential family planning clients. (EE)
 - Provision of birth control methods. (EE)
 - Provide regular health screening [blood pressure, height, weight, pap smear, breast exam, physical exam, STD screening,

hemoglobin, dipstick urinalysis, health and medical history] with referral as necessary to physician or nurse practitioner for abnormal findings. (EE)

- Provide on-going monitoring of efficacy and client satisfaction. (EE)

C. Communicable Disease Investigation

- Investigate and control outbreaks/potential outbreaks. (EE)
- Provide testing and treatment of exposed individuals. (EE)
- Route specimens to appropriate lab sites. (EE)
- Consult with local health providers. (EE)
- Serve as an informational resource to the community. (EE)

D. Sexually Transmitted Disease Clinic

- Provide on-site testing for exposed individuals [blood, cervical, vaginal, urethral, rectal specimen collection]. (EE)
- On-site lab services [KOH, PH, urine specimen]. (EE)
- Route specimens to appropriate lab sites. (EE)
- Provide treatment or referral of positively diagnosed individuals. (EE)
- Provide preventive education to individuals and groups. (EE)
- Investigate and control community outbreaks. (EE)

E. HIV Testing and Counseling

- Provide on-site blood testing for exposed individuals. (EE)
- Route specimens to appropriate lab sites. (EE)
- Provide preventive education and counseling to individuals and groups. (EE)
- Provide referrals, support, follow-up for positively diagnosed individuals. (EE)
- Investigate and control community outbreaks. (EE)

F. Pregnancy Screening and Prenatal Education

- Provide on-site urine testing. (EE)
- Provide full options counseling, education and referrals to medical, social and nutritional resources. (EE)
- Provide on-going health and psychosocial assessment and case management of prenatal clients. (EE)

G. Laboratory Testing Personnel

- Competency in performing, reading and documenting the following tests: hemoglobin, HcG urine, UA, Chemstrip, KOH. (EE)
- Perform routine lab maintenance, proficiency testing, quality control and quality assurance activities. (EE)

- Communicate with Lab Director any problems encountered during routine patient test management, maintenance checks, quality control testing or quality assurance deficiencies. (EE)
2. Completion of monthly, quarterly and annual reports as required by the division and the Oregon State Health Division. (EE)
 3. Assist with orientation of new staff. (EE)
 4. Public speaking at community/school meetings regarding public health issues. (EE)
 5. Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)
 6. Establish and maintain positive, professional and respectful working relationships with supervisor, other division employees, and customers/clients. (EE)

OTHER DUTIES OF POSITION: Back-up for staff nurses at all clinic sites; travel to other public health sites is required; back-up for front desk staff; weekly cleaning of labs and exam rooms; other duties as necessary and assigned. (EE)

REQUIREMENTS FOR POSITION:

PHN I: Graduation with an ADN from accredited school of professional nursing.

PHN II: Graduation with a BSN from an accredited school of professional nursing and at least one year public health experience; or ADN and four (4) years public health home visit experience or combination of education and experience.

PHN III: Graduation with a BSN from an accredited school of professional nursing and four (4) years of public health experience or combination of education and experience, or BSN with Masters Degree in a related field.

Current Oregon Registered Nurse license; valid driver's license with satisfactory driving record; bilingual desired; ability to work with minimal supervision; ability to work with clients of varying ages, genders, race, ethnicity, religious and social backgrounds.

Signature

Date