

CASS COUNTY HEALTH DEPARTMENT

512 High Street Logansport, Indiana 46947 Telephone: 574-753-7760

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Job Title: Public Health Nurse

Salary:

Full-time

Hours: M- F, (may include evening/weekend hrs)

Reports to: Cass County Public Health Officer

Revision Date: 08/15/2019

Position Overview:

To serve as the Public Health Nurse for Cass County Health Department, responsible for providing education, vaccinations, programs offered by CCHD ensuring compliance with established policies, practices, protocols and professional and public health standards, for Cass County and ISDH. Investigation of Reportable Communicable Disease (CDR's) in Cass County, treat LTBI patients per TB protocols in conjunction with ISDH and CDC guidelines. Investigate and follow up on elevated blood lead (EBLL) levels in Cass County for ISDH. Continuing education as pertains to public health.

Essential Job Functions:

- 1) Supervises/Collaborates with assigned personnel- Administrative Immunization Assistant, works in conjunction with all members within the LHD.
- 2) Manage care of clients/patients using established protocols in conjunction with ISDH
- 3) Ensures compliance with all applicable county LHD policies and procedures, ISDH standards, HIPAA regulations, and all other federal, state laws relating to privacy, confidentiality and service delivery.
- 4) Provides health care education to county residents. Vaccinations, TB testing (TST), Travel Vaccine. Share IHAN (IN Health Alert Notices) with physician offices, schools, HB, EMA
- 5) Gives LTBI and TB medication as prescribed by physicians (patients PCP) for LTBI and active TB patient/in conjunction with ISDH, ISDH regional coordinator for District #3, and works with Purdue Pharmacy.
- 6) Provides CDR's, EBLL, and LTBI/TB follow up with patient and physicians and documents appropriately in NEDSS Based System (NBS)
- 7) Reviews with patient's and parents on vaccinations, possible adverse reactions, screens patients for any contraindications, follows established guidelines (IAC-Immunization Action Coalition, ACIP, CDC, ISDH)
- 8) CPR, AED Certification maintained.
- 9) Responds to telephone calls from public if unable to answer question confers with person able to answer question and then replies back to the resident.
- 10) Maintains a working relationship with school nurses, physician offices, EMA, LE, PFD, VFD's, Media, NGO's and YMCA. Educating the public on Vaccine Preventable Disease.

- 11) Responds to public health emergencies 24/7- notifies HB/HO and ISDH when out of office.
- 12) Attends Qtly LEPC, Disaster Coalition, District #3 Healthcare Coalition, and EMA Advisory Board meetings. Also meets with ES, VR on as needed basis to have a cooperative and team environment within LHD.
- 13) Offers B/P checks, Head lice checks, - Walk-in and Drive-Thru Vaccination Clinics as needed to meet the needs of community.
- 14) VFC (Vaccine for Children) via ISDH- VOMs (Vaccine Order Management System), yearly re-certification, VFC Reconciliation and ordering following ISDH/CDC established guidelines, Vaccine back-up plan and storage maintained. Meets with Drug reps from Sanofi, Merck, GSK, and Pfizer regarding vaccines. CHIRP (Children and Hoosier Registry Program) for documentation of vaccines
- 15) Preparedness within County, District and State- works with all other agencies to maintain competency
- 16) Yearly Flu Grant- and given within the community

Requirements for position:

High School Diploma or GED equivalent

Nursing Degree and continuing education as needed- maintain License

TB Certification

CPR Certification with AED training

Responsibility:

Perform duties according to a flexible, customary schedule with priorities.

Must be able to determine priority of assignments, tasks to be completed and keep the department running smoothly.

Work efficiently both autonomously and with co-workers and other county entities.

Personal Work relationships:

Communication with co-workers, other county entities, school nurses, Head Start, DCS, Physicians' Offices, ISDH, and any others as needed to perform functions required by the job of County Nurse.

Physical Effort and Work Environment:

Office duties: sitting for long periods of time, walking, keyboarding, lifting/carrying objects, crouching/kneeling, close vision, speaking clearly.

Serve public professionally with empathy, respect and kindness

Maintain considerable contact with the public- Foreign Language translation as needed for the job-

***NOTE:** This job description is not intended to be all-inclusive. Employee may carry out other related duties as negotiated to meet on-going requirements of the Cass County Health Department

Employee (print) _____ Date: _____

Sign _____

Sueprvisor _____ Date: _____