

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Public Health Nurse  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** Hours as scheduled  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** April 2010

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Public Health Nurse for the Cass County Health Department, responsible for providing education, health and nursing care to County residents and ensuring compliance with established policies, practices, protocols, and professional and public health standards.

**DUTIES:**

Manages care of clients using established protocols, ensuring compliance with applicable County Health Department policies and procedures, Indiana State Department of Health (ISDH) standards, HIPAA regulations, and other federal and state laws relating to privacy, confidentiality, and service delivery.

Provides health care and education to County residents, including administering immunizations to infants, children and adults, providing head lice checks and education on head lice/nit removal, and performing pregnancy tests, lead testing, and tuberculosis testing. Conducts home visits as referred by physicians and/or health agencies and performs necessary follow-up. Prepares and administers medications and/or treatment as prescribed by physicians.

Maintains CHIRP immunization program, including verifying and entering new vaccines in computer. Maintains patient immunization records and sends out reminders to parents/guardians for immunization updates.

Investigates reportable communicable diseases, providing education to infected individuals and their close contacts, submitting appropriate specimens to lab, completing/filing epidemiological reports and submitting to ISDH as required. Provides case follow-up as needed.

Investigates, documents and provides follow-up for complaints from the ISDH, local health care delivery agencies, private individuals, patients or family members regarding health care delivery within Cass County.

Monitors high-risk newborns referred by the ISDH, conducting home visits, ensuring completion of re-screens, and completing appropriate forms.

Coordinates and conducts school clinics, public health fairs and immunization clinics, providing vaccines, blood pressure readings, diabetes screening, flu shots, and information/instruction as needed. Completes and files all required paperwork.

Assists with the development of policies, procedures and new programs related to public health care. Investigates funding opportunities and assists in completing grant applications to obtain new program funding as appropriate for program goals and responsibilities.

Responds to telephone calls and questions from members of the public, including scheduling appointments, making referrals, counseling, and providing health-related information as appropriate.

Maintains current records and documentation on services provided, completing a variety of weekly, monthly, and annual reports as required by supervisor, Health Board and regulating agencies.

Maintains appropriate vaccine inventories and maintains/orders supplies for clinics.

Serves on local boards, committees and task forces, attends health-related meetings, and prepares and conducts educational presentations for local schools and/or businesses as requested.

Attends in-service programs and professional education workshops/training seminars as appropriate.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree and current licensing as Registered Nurse in the State of Indiana.

Certification in CPR, TB skin testing, lead testing, and/or other areas as required for public health programs/operations.

Thorough knowledge of and ability to make practical application of standard policies and practices of the Cass County Health Department.

Knowledge of public health laws and accepted principles and practices of public health nursing, with ability to effectively examine and screen individuals, assess needs, and provide information, treatment, assistance, and referrals.

Knowledge of health and social services available to County residents and ability to implement public health programs and facilitate referrals as appropriate.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, patient charts, and detailed written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department and patient files.

Ability to operate standard office and medical equipment, such as computer, telephone, copier, fax machine, syringes, pregnancy test kits, blood pressure equipment, stethoscope, and thermometer.

Ability to effectively communicate orally and in writing with co-workers, other County departments, ISDH, personnel from various health-related agencies, hospitals, schools, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult/distraught persons.

Ability to effectively conduct field visits and resolve related emergencies and problems as situations demand.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things.

Ability to observe, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, use/interpret medical terminology/language, and read/interpret lab reports, x-rays and detailed reference books, medical texts and nursing manuals.

Ability to maintain positive community support and present public speaking presentations and special events.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to regularly work extended hours, occasionally work evenings and/or weekends, and occasionally travel out of town for meetings/conferences, but not overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's work is broad in range and often requires careful consideration of complex circumstances and variables. Incumbent performs duties according to established policies and procedures, exercising judgment to effectively develop and maintain health programs, examine and evaluate individuals, and provide information, counseling, treatment, assistance and/or referrals.

## **III. RESPONSIBILITY:**

Incumbent assures proper implementation of public health programs, including examining, educating, testing and treating individuals. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Work is periodically reviewed for compliance with Department policy and continuing quality of Health Department services for Cass County. Decisions are restricted by only the broadest policy and/or guidance from supervisor.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, ISDH, personnel from various health-related agencies, hospitals, schools, and members of the public for purposes of exchanging information and providing education, information, and efficient health care services.

Incumbent reports directly to Health Officer.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a medical setting, involving sitting/walking at will, standing for long periods, keyboarding, lifting objects weighing less than 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Incumbent maintains considerable contact with the public and may be exposed to difficult persons or crying/screaming/struggling children. Incumbent is regularly exposed to normal health hazards associated with public health nursing for which universal health precautions must be followed to ensure safety of self and others.

Incumbent regularly works extended hours, occasionally works evenings and/or weekends, and occasionally travels out of town for meetings/conferences, but not overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Public Health Nurse for the Cass County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name