PUBLIC HEALTH NURSE

Definition/Description

REPORTS TO  Administrative Staff
WAGE BAND  Managerial/Specialist

Working both independently and collaboratively with other staff, performs professional nursing work and provides educational and investigative public health nursing services on a variety of public health nursing issues for clients in Lincoln County. Nursing actions are directed toward the goals of prevention, assessment, risk reduction and improving the health status for individuals, families and communities in Lincoln County. The Public Health Nurse may assist with identification, coordination, and provision of agency programs. This individual may supervise the activities of other staff working in a clinical or educational setting. This position has a high degree of accountability.

Essential Functions/Responsibilities

Position-Specific Duties

- Provides a wide range of public health nursing services for clients, including immunizations, health screenings, laboratory testing and phlebotomy, health education, care coordination, and other services as needed; duties may include working within the Vaccines For Children program, Travel Immunizations, Communicable Disease testing and control, and other clinical areas
- In collaboration with other staff, identifies need for, plans, coordinates, and executes clinical operations and the delivery of other community health programs, as needed
- Ensures timely completion of contract deliverables, if applicable
- Performs public health nursing functions in accordance with established agency protocols and guidelines
- Reads and interprets a variety of medical information; uses a wide range of medical equipment
- Assists with infection prevention and control activities, as needed
- Supports agency staff understanding of practices and procedures to prevent the spread of disease.
- Assists individuals and families in carrying out physician recommendations
- Assists communicable disease program and Administrative Staff in monitoring of disease rates and incidence in the county
- Demonstrates and teaches nursing self-care to clients and the general public as needed; communicates with the public on a wide range of public health topics
- Maintains Missouri State Board of Nursing licensure

General Duties

- Develops and manages program activities and timelines
- Ensures quality and accuracy of program activities
- Ensures timely completion of contract deliverables, if applicable
- Assists with program contract and budget preparation
- Monitors program budget(s)
- Supervises programmatic activities of staff members and provide guidance and feedback as needed
• Prepares for and participates in regular meetings with staff and others as required
• Collaborates in the development of and contributes to individual, team, and agency quality improvement and evaluation activities
• Adheres to agency policies and guidelines
• Helps ensure compliance with applicable regulations
• Represents agency to external partners, groups, and the general public
• Builds and maintains effective relationships with external partners
• Builds and maintains effective relationships with fellow staff members and promotes a positive working environment
• Demonstrates and promotes a culture of respect and cultural sensitivity in their interactions with the public and with agency staff
• Identifies partnership and funding opportunities; promotes relationship building with other organizations, agencies, or individuals
• Provides support for and/or participates in agency community outreach activities, as directed
• Protects and safeguards confidential agency and client information; exercises sound judgment and caution in communication and transmission of information
• All employees of the agency are considered first responders and may be expected to respond in the event of a public health threat or emergency; this may include, but is not limited to, requirements to work longer shifts, nights, or weekends; alternate working locations; performance of duties other than the daily routine
• Other duties as required/assigned

Core Competencies

The Core Competencies for Public Health Professionals are a set of foundational skills for the practice of public health, organized within eight domains. The Core Competencies serve as the basis for required position skills and activities and provide a framework for ongoing professional development. The linked competencies for this position are listed below; this represents the most relevant competencies for the position but is not an exhaustive list.

- **Analytical/Assessment**: 1B1; 1B2; 1B3; 1B4; 1B5; 1B6; 1B7; 1B8; 1B9; 1B10; 1B11; 1B12; 1B13; 1B14; 1B15
- **Policy Development/Program Planning**: 2B2; 2B3; 2B5; 2B6; 2B7; 2B8; 2B9; 2C9; 2B10; 2C10; 2B11; 2C12; 2B12; 2B13
- **Communication**: 3B2; 3B3; 3B4; 3B5; 3B6; 3B7; 3B8
- **Cultural Competency**: 4B2; 4B3; 4B4; 4B5; 4B6
- **Community Dimensions of Practice**: 5B1; 5B2; 5B3; 5B4; 5B5; 5B6; 5B8; 5B9; 5B10; 5B11
- **Public Health Sciences**: 6B2; 6B3; 6B4; 6B5; 6B6; 6B7; 6B9; 6B10
- **Financial Planning and Management**: 7B1; 7B2; 7B3; 7B4; 7B5; 7B6; 7B7; 7B8; 7B9; 7B10; 7B11; 7B12; 7B13; 7B14; 7B16
- **Leadership and Systems Thinking**: 8B1; 8B2; 8B3; 8C3; 8B4; 8B5; 8A7; 8B8; 8B9

Minimum and Preferred Qualifications
- Bachelor’s degree in Nursing (BSN), (related graduate degree helpful); major in or emphasis on public health or related field preferred; OR completion of either an accredited diploma school of nursing program or an associate degree in nursing (ADN) program supplemented by two years of professional staff nursing experience, of which at least one year must be in community health nursing or related concentration. Must possess and maintain current license as a registered nurse as issued by the Missouri State Board of Nursing.
- Strong understanding of core public health functions, competencies, and essential services
- Ability to interpret and comply with federal and state public health laws
- Prior supervisory, management, or leadership experience a plus
- Basic to advanced understanding of grants, contracts, and budgets
- Basic understanding of project management, program development and evaluation
- Demonstrated ability to multitask seamlessly across multiple programs and services
- Good verbal and written communication skills with exceptional attention to detail
- Proficient in use of Microsoft Office, with emphasis on Word and Excel
- Experienced in the use of electronic health records
- Ability to work with diverse individuals and groups on complex issues
- Personal qualities of integrity, credibility, and a commitment to the agency’s mission
- Willingness to engage in personal development, continuous learning, and ongoing training
- Must be able to attend job-related events and meetings
- Physical environment: primarily indoor office setting; operation of office equipment, computers, and phone systems; occasional travel to meetings, presentations, or within the community including home visits, clinics, etc.; occasional exposure to environmental contaminants including but not limited to needles, body fluids, chemical hazards; potential exposure to diseases due to contact with symptomatic and asymptomatic patients; typically no lifting or moving heavy (50+ pounds) objects; Missouri Driver’s License required

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Please submit cover letter and résumé by email, fax, or mail, to:

Lincoln County Health Department
5 Health Department Drive
Troy, MO 63379
(636) 528-6117 phone
(636) 528-8629 fax
careers@lchdmo.org

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