# CENTRAL CONNECTICUT HEALTH DISTRICT

## JOB DESCRIPTION

### POSITION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Public Health Nurse (Durational)</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Clinical Health</td>
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<tr>
<td>REPORTS TO:</td>
<td>Community Health Coordinator</td>
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### DESCRIPTION

**POSITION SUMMARY**

This is a durational position with responsibilities for patient care activities in the agency’s seasonal mass vaccination and COVID-19 clinics. The Public Health Nurse will focus on interventions and activities aimed at the prevention of morbidity and mortality related to COVID-19 and the chronic conditions that unfavorably affect the outcomes of COVID-19. This position encompasses all aspects of public health nursing in addition to duties specific to the COVID-19 pandemic. The Public Health Nurse provides public health nursing services to individuals, families, and population groups. Public Health nursing activities include, but are not limited to, review of public health data, health education and advocacy, provision of public health vaccinations and screenings, coalition building, and collaborating with community partners to promote health and prevent disease in the community.

### ESSENTIAL JOB FUNCTIONS:

- Assists the health director and emergency coordinator as needed in the planning, design, implementation and evaluation of immunization clinics and in after-action and various written reports.
- Contributes to the program’s effectiveness by identifying patient care issues that need to be addressed; providing information; and recommending options and courses of action.
- Orients and provides just-in-time training to volunteer nurses and other professional volunteers performing patient care activities in the agency’s mass vaccination clinics.
- Assists in supervision of nursing volunteers in the administration of influenza vaccine or other vaccines in mass vaccination clinics and on home visits and in the administration and/or dispensing of medications in the event of mass dispensing of prescription medications.
- Assists with and/or provides training for staff and volunteers as needed, such as blood borne pathogen training. Promotes clinical staff adherence to infection-control policies and protocols.
- Performs job responsibilities consistent with standards for best practice nursing.
- Works closely with the emergency preparedness coordinator and agency’s medical consultant to assure the safe, effective and efficient delivery of vaccinations and related services in the agency’s clinics.
- Screens and educates patients according to CDC guidelines and recommendations.
- Participates in staff meetings for planning purposes.
- Work collaboratively with District staff in the development of manuals, guides, and other teaching aids for volunteers and patients.
- Perform routine tests and procedures designed to prevent and control the spread of communicable diseases, including contact tracing.
- Schedule children and adult immunizations at clinics including flu, COVID-19.
- Provide health screenings (e.g., blood pressure, cholesterol screening) in conjunction with providers.
- Conduct virtual/on-site home visits to collect specimens or to provide direct observed therapies for...
certain communicable diseases such as tuberculosis or to provide vaccinations to the homebound.

- Act as a patient advocate and assist at risk residents with navigating the health care system
- Contributes to the community health program’s effectiveness by identifying patient care issues that need to be addressed; providing information; and recommending options and courses of action.
- As appropriate, monitor and respond to disease and emerging infections reports in designated electronic surveillance systems such as the Connecticut Electronic Diseases Surveillance System (CTEDSS). Follow-up with patients as per protocol.
- Participates in the review of data to identify trends, health problems, environmental health hazards, outbreaks, and social and economic conditions that adversely affect the public’s health.
- Work with the Assistant Director of Health and agency staff to determine appropriate courses of action.
- Assist the assistant health director and emergency coordinator as needed in the planning, design, implementation and evaluation of agency clinics and in after-action and various written reports.
- Obtain training/certification as a Diabetes Self-Management educator (to reduce COVID-19 risks from this common co-morbidity) and provide trainings in the community.
- Communicate with individuals in community settings, providers, and consumers to disseminate pertinent information, consultation, health education (e.g., visit schools to promote and educate on topics such as COVID-19, STIs, etc.)
- Consult and collaborate within multidisciplinary and multi-agency teams to achieve desirable outcomes for families and communities.
- Share the responsibility of training and organizing medical volunteers for preparedness events, drills, exercises with the Emergency Preparedness Coordinator
- Participates in emergency preparedness trainings and drills as needed
- Participate in student education programs.
- Perform other related duties as required.

Additional Requirements:
- Possession of a current Connecticut Motor Vehicle Operator’s License with access to a motor vehicle that can be used on Health District business and current motor vehicle insurance coverage

Testing for substance abuse, a medical certificate, and/or a criminal background check may be required as part of the employment process.

**SKILLS:**
- Strong knowledge base and ability to apply professional nursing theory and practice
- Strong knowledge of the methods, principles and practices of public health nursing and community health.
- Knowledge of current vaccines, their actions, interactions, uses and side effects.
• Knowledge of and ability to develop and apply quality standards, procedures and protocols.
• Ability to supervise others
• Ability to work as part of a team and promote teamwork
• Knowledge of and sensitivity to cultural and socio-economic differences and to confidentiality issues.
• Strong oral, interpersonal, and written communication skills.
• Strong instructional skills and ability to conduct training in community and clinic settings.
• Knowledge of relevant State and Federal laws, statutes and regulations.
• Considerable ability to problem solve.

ADDITIONAL DUTIES:
• May be required to work evenings and weekends.
• May be required to attend night meetings
• May be required to participate in professional education and training
COMPETENCIES REQUIRED

CORE COMPETENCIES REQUIRED:

Analytical and Assessment Skills
- Ability to evaluate the health status of individuals and populations to be served
- Make evidence-based decisions using data and other information
- Apply ethical principles in the use of data and information

Policy Development/Program Planning Skills
- Thorough knowledge of current public health nursing principles, practices and procedures
- Ability to implement, supervise and evaluate policies, programs, and services
- Ability to implement strategies for continuous improvement

Communication Skills
- Ability to communicate effectively and prepare written records and reports
- Assesses literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency

Cultural Competency
- Recognizes the diversity in the Health District’s member towns
- Understands the influence of population diversity on programs, policies, and services
- Addresses population diversity in policies, programs and services
- Assesses the effects of policies, programs, and services on different populations served

Community Dimensions of Practice Skills
- Identifies, collaborates with and facilitates collaboration with community partners to promote the health of individuals, families and communities
- Engages community members and solicit their input for programs policies and services

Public Health Sciences
- Knowledge of communicable disease diagnoses, spread, containment and treatment options and use of vaccinations for prevention.
- Uses research findings and evidence in developing, implementing, evaluation and improving policies programs and services

Financial Planning and Management Skills
- Considers safety, effectiveness and cost in the planning and delivery of public health service
- uses available resources to ensure the maximum possible health benefit to the population served

Leadership and Systems Thinking Skills
- Ability to instruct others on health care methods, practices and techniques
- Incorporates ethical standards of practice into all interactions
- Advocates for the role of public health in population health
- Contributes to continuous performance improvement
PHYSICAL AND MENTAL CONDITIONS/WORK ENVIRONMENT:

Note: Reasonable accommodations will be considered under the Americans with Disabilities Act (ADA) as it may be amended from time to time. This list is not all inclusive and may be supplemented as necessary to account for changes in essential functions and/or changes in the work environment.

• Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to reach and bend, and push/pull or lift objects less than fifty pounds.
• Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
• Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving. Ability to discriminate between colors.
• Ability to hear normal sounds with background noise as in hearing/using a telephone. Ability to distinguish verbal communication and communicate through speech.
• Ability to communicate effectively in oral and written form.
• Ability to maintain files and records and make mathematical calculations using a calculator.
• Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
• Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
• Ability to use knowledge and reasoning to solve complex problems.
• Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
• Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. May be exposed to body fluids, infectious or contagious disease, hazardous waste material, toxins and/or poisonous substances.
• Ability to properly don and doff protective clothing or gear.

EDUCATION AND EXPERIENCE REQUIRED:

• A Bachelor’s degree in nursing (B.S.N.) from a program approved by the National League for Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE) is required
• 5 years of clinical experience providing nursing services in a community setting. Experience in a public health or in an outpatient primary care setting preferred.
• Bilingual fluency is highly desirable.
• Possess and maintain a current State of Connecticut unencumbered Registered Nurse License (R.N.)

JOB DESCRIPTION APPROVAL

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DATE APPROVED ________________
Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

EEO Statement
The Central Connecticut Health District is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.