

<b>POSITION DESCRIPTION</b>		Position #: <b>4111.420.</b>
Class Title: Public Health Nurse - RN		Reports To: Public Health Officer/Supervisor
Department: Health	Location: Washburn County Services Building	Wage Range: 14-1950

**PURPOSE OF POSITION:**

Under the general supervision of the department director and the direction of the public health team leader, the public health nurse provides professional nursing care to individuals, families, groups, communities and systems at the local, state, national and international level contributing to the health of the population. Public health nursing practice is affected by biological, cultural, environmental, economic, political and social factors. Public health nursing strives to promote and maintain health, through the prevention of illness, injury, and disability. The legal authority for public health nursing is outlined by Chapter 250 (Public Health Statutes), Chapter 441 (Wisconsin Nurse Practice Act), and the Wisconsin Administrative Code, Chapters HFS 139 and 140.

**PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Utilizes assessment, planning, implementation and evaluation skills to provide professional nursing intervention to clients of all age groups in a variety of settings, including but not limited to; homes, communities, school, jail, etc.
- Coordinates care and services with other staff members, community agencies, institutions, and health care providers as a case manager providing follow up as indicated.
- Implements and evaluates new or existing group programs within the community to maintain and promote health.
- Maintains necessary records and makes reports as requested, i.e., Medicaid, charts, programs, grants, jail, lab results, etc. in accordance with state statute, agency policy, and third party intermediary requirements.
- Arranges and participates in multi-disciplinary meetings as indicated for individual, family or groups.
- Participates in surveys and assessment techniques regarding the general health of the community. Identifies areas of need for education and prevention, as evidenced by community needs assessments.
- Provides leadership support in the orientation and guidance of new staff members, volunteers and students.
- Performs typical nursing care such as assessments, education, counseling, referral, screening and case management.
- Participates in department health education, outreach and promotion activities and provides health education to individuals, families and groups.
- Carry out appropriate measures to evaluate, follow-up and document communicable disease cases referred to the health department.

## ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge and skill of professional nursing techniques and current Nurse Practice Act.
2. Working knowledge of the practice of public health nursing.
3. Working knowledge of availability and utilization of community resources and their roles and functions as related to public health.
4. Ability to assist in implementation of agency programs and participate in them.
5. Ability to act as a resource person to other professionals and to assist in the orientation of new staff personnel as directed by team leader or department director.
6. Ability to communicate orally, in writing, and have basic computer skills. Knowledge of Microsoft Word, Excel, medical software packages, and Internet access ability is desirable.
7. Ability to work together with administration and peers.
8. Ability to work with and communicate with patients of a variety of socio-economic levels.
9. Ability to improvise and act independently under sometimes adverse clinical conditions.
10. Ability to coordinate and organize public health nursing programs and clinics.
11. Ability to follow precise oral and written medical instructions.

## EXPERIENCE AND TRAINING REQUIRED:

Graduate from an accredited School of Nursing, with a bachelor's degree. Requires current Wisconsin Registered Nurse license, and at least two years of institutional nursing experience. Preference for public health nursing experience. Must possess a valid driver's license and access to personal transportation for city and rural travel, must possess and maintain vehicle insurance coverage. Membership in a professional nursing organization is desirable.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office setting, schools, clinics, jails and client homes. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment such as photocopiers, multi-line telephones, calculator, FAX machine, printer, personal pager. Nursing equipment used includes sphygmomanometer, stethoscope, glucometer, syringes, thermometer, and personal protective devices.

While performing the duties of this job, the employee may frequently be required to stand; walk; use hands to handle, feel, or operate objects, or controls; and reach with hands and arms. The employee may regularly be required to sit; stoop; kneel, talk or hear.

The employee must occasionally lift and/or move up to 50 pounds or more. The employee must occasionally lift and/or move clients in home settings.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing must be acute enough to obtain accurate blood pressure readings.

SPECIAL REQUIREMENTS:

Must maintain current CPR training.

Recommend professional development through training, seminars, reading and continuing education.

Must possess a valid Wisconsin drivers license.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally this position requires travel to other offices in the county or overnight stays to attend training sessions for public health education or programs.

The employee may come in contact with blood or body fluids which may contain pathogens.

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties. It is understood that the director has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 08/29/00

Revision History: 4/30/01