

Employment Opportunity
Forest County Health Department

The Forest County Health Department is currently accepting applications for a full-time (35 hours per week) Public Health Nurse/Community Health Specialist. Applicants must have a bachelor's degree in nursing, community health or a health related field. Preferred applicants will have experience in public health.

Application and position description may be obtained at www.co.forest.wi.gov or in the County Clerk's Office, Forest County Courthouse, 200 E. Madison Street, Crandon, Wisconsin 54520. The deadline for applications returned to the County Clerk is Wednesday, June 4, 2014 by 4:30 p.m.

Forest County is an Equal Opportunity Employer

FOREST COUNTY HEALTH DEPARTMENT

Job Description

Position Title: Public Health Nurse

Reports to: Health Department Director

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (35 Hour Work Week)

Pay Grade/Pay Structure: \$20.66 - \$22.96 per hour

I. Position Summary

Provides support to population-based programs and services at the individual and family level in cooperation with public health nurses. Assesses, plans, implements, and evaluates nursing services delivered to individual clients with the goal of maintaining optimal health. Performs other duties as required.

II. Essential Functions and Primary Duties

This list of duties is not to be construed as all-inclusive, and may be modified as agency programs change and as agency need requires.

- Assists in the monitoring of the health status of individuals and families and develop appropriate health plans.
- Investigate health problems and health hazards in the community, including prevention and control of communicable diseases.
- Promotes the health of individuals and families through informing, educating, counseling, and appropriate intervention.
- Assists with efforts to mobilize community partnerships to address public health issues.
- Assists with the development of policies and plans that support individual and community health efforts, and communicate and interpret such policies and plans to the public and other community agencies. This also includes planning and managing a client caseload, including coordination of intra- and inter-agency services.
- Assists with enforcement of public health laws and regulations under the direction of the Health Officer.
- Links individuals, families, and the community with needed resources. This also includes:
 - Providing population-based public health nursing services in schools, homes, jail, offices, worksites, clinics, community health fairs, and other settings in the community, based on nursing and public health principles, concepts, and practices.
 - Providing services aimed at the promotion of health and the prevention of disease in individuals, families, and groups.
- Assures a competent public health workforce by assisting with and participating in training, advising, and orientating public health staff and other community professionals. This also includes:
 - Participation in provision of clinical educational experiences for students in professional and allied health.
 - Participation in professional development.

- Carrying out public health nursing functions according to standards set forth by the Nurse Practice Act, ANA Code of Ethics, and the Scope and Standards of Public Health Nursing Practice.
- Participates in the evaluation of the effectiveness, accessibility, and quality of personal health services. This includes accurate and appropriate documentation of individual and family interventions.
- Assists with researching for new insights and innovative solutions to health problems.
- Assures access to primary health care for all residents through referral or actual provision of the service.
- Fosters the understanding and promotion of social and economic conditions that support good health.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.
- Available to report to work outside of regular hours in case of public health emergency.

III. Supervision

Works under the supervision of the Forest County Health Department Director.

IV. Physical Demands and Work Environment

The physical demands and work environment characteristics 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear; reach with hands and arms; stand and walk. The employee is frequently required to sit, bend, and push and pull; and occasionally stoop, kneel, and crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally exert force in excess of 100 pounds and transfer patients with weights greater than 100 pounds. Frequently performs tasks, which require hand-eye coordination. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, and ability to adjust focus. Ability to wear gloves, masks and other protective equipment.

While performing the duties of this job, the employee is occasionally exposed to weather conditions; hazards of driving; unclean inside environmental conditions; and difficult interpersonal interaction with exposure to potentially violent patients. May be exposed to infections, contagious diseases and the risk of blood borne pathogens. The noise level in the work environment is usually quiet.

V. Minimum Qualifications

Education: Bachelor's degree in Nursing from a National League of Nursing accredited program, with planned public health theory and practical experience included in the curriculum, or Public Health Nursing certification from the State of Wisconsin.

Experience: At least one year experience in the public health field is preferred.

Skills, Knowledge, and Abilities:

- Analytic Assessment Skills- Define a problem for individuals, families, communities, and systems using relevant data.
- Policy Development/Program Planning Skills- Collect, summarize, and interpret information relevant to an issue. Implement under supervision, public health laws, regulations, and policies related to specific problems.
- Communication Skills - Communicate effectively both in writing and orally.
- Use the media, advanced technologies, and community networks to communicate information.
- Cultural Competency Skills - Utilize appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences.
- Community Dimensions of Practice Skills – Identify community assets and available resources.
- Nursing and Basic Health Sciences Skills - Identify responsibilities within the context of the Essential Public Health Services and Core Public Health Functions.
- Financial Planning and Management Skills - Assist with the management of programs within budget constraints.
- Leadership and Systems Thinking Skills - Help create key values and a shared vision and use these principles to guide action.

Licenses and Certifications: Current Wisconsin License to practice as a registered professional nurse. Must possess and maintain a valid Wisconsin driver's license, maintain minimum county insurance requirements, and have availability of a reliable vehicle.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on October 8, 2013

Department Head: _____ Date: _____

FOREST COUNTY HEALTH DEPARTMENT

Job Description

Position Title: Community Health Specialist

Reports to: Health Department Director

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (35 Hour Work Week)

Pay Grade/Pay Structure: \$20.66 - \$22.96 per hour

IV. Position Summary

Provides support to population-based programs and services at the individual and family level in cooperation with public health nurses. Assesses, plans, implements, and evaluates programs and public health initiatives. Performs other duties as required.

V. Essential Functions and Primary Duties

This list of duties is not to be construed as all-inclusive, and may be modified as agency programs change and as agency need requires.

- Assists in the monitoring of the health status of individuals and families and develop appropriate health plans.
- Assists with investigating health problems and health hazards in the community, including prevention and control of communicable diseases.
- Promotes the health of individuals and families through informing, educating, counseling, and appropriate intervention.
- Assists with efforts to mobilize community partnerships to address public health issues.
- Assists with the development of policies and plans that support individual and community health efforts, and communicate and interpret such policies and plans to the public and other community agencies. This also includes planning and managing a client caseload, including coordination of intra- and inter-agency services.
- Assists with enforcement of public health laws and regulations under the direction of the Health Officer.
- Links individuals, families, and the community with needed resources. This also includes:
 - Providing population-based public health services in schools, homes, jail, offices, worksites, clinics, community health fairs, and other settings in the community, based on public health principles, concepts, and practices.
 - Providing services aimed at the promotion of health and the prevention of disease in individuals, families, and groups.
- Assures a competent public health workforce by assisting with and participating in training, advising, and orientating public health staff and other community professionals. This also includes:
 - Participation in provision of clinical educational experiences for students in professional and allied health.
 - Participation in professional development.

- Participates in the evaluation of the effectiveness, accessibility, and quality of personal health services. This includes accurate and appropriate documentation of individual and family interventions.
- Assists with researching for new insights and innovative solutions to health problems.
- Assures access to primary health care for all residents through referral or actual provision of the service.
- Fosters the understanding and promotion of social and economic conditions that support good health.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.
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V. Minimum Qualifications

Education: Bachelor's degree in public health, health promotion, or health related field.

Experience: At least one year experience in the public health field.

Skills, Knowledge, and Abilities:

- Analytic Assessment Skills- Define a problem for individuals, families, communities, and systems using relevant data.
- Policy Development/Program Planning Skills- Collect, summarize, and interpret information relevant to an issue. Implement under supervision, public health laws, regulations, and policies related to specific problems.
- Communication Skills - Communicate effectively both in writing and orally.
- Use the media, advanced technologies, and community networks to communicate information.
- Cultural Competency Skills - Utilize appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences.
- Community Dimensions of Practice Skills – Identify community assets and available resources.
- Health Sciences Skills - Identify responsibilities within the context of the Essential Public Health Services and Core Public Health Functions.
- Financial Planning and Management Skills - Assist with the management of programs within budget constraints.
- Leadership and Systems Thinking Skills - Help create key values and a shared vision and use these principles to guide action.

Licenses and Certifications: Must possess and maintain a valid Wisconsin driver's license, maintain minimum county insurance requirements, and have availability of a reliable vehicle.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Approvals: Approved by Personnel Committee on May 12, 2014

Department Head: _____ Date: _____

**FOREST COUNTY-PUBLIC HEALTH NURSE-
COMMUNITY HEALTH SPECIALIST
BENEFIT INFORMATION**

HOURLY RATE EFFECTIVE:

This position is 35 hours per week

Current wage is \$22.96/hour, however, newly hired employees shall receive ten percent (10%) less than their classified rate during the probationary period. During the second six (6) months of employment the employee shall receive five percent (5%) less than the classified rate.

HEALTH INSURANCE:

A new employee may take the health insurance offered by the County at the time of hire, however, they will be required to pay the full premium for the first 90 days. After 90 days, the County would pay 87.4% and the employee would pay 12.6% of the full monthly premium. The monthly premium rates for 2014 are as follows:

	<u>Employer</u>	<u>Employee</u>	<u>Total</u>
Single Premium	\$653.99	\$94.28	\$748.27
Single + 1 Premium	\$1308.03	\$188.57	\$1496.60
Family Premium	\$1772.77	\$255.57	\$2028.34

- Amounts are subject to change

LIFE INSURANCE:

Life insurance is available at six months for the employee and their spouse and dependents. The premium paid by the employee varies based on earnings and the amount of coverage and age of the employee.

RETIREMENT:

Forest County and the employee each pay 50% of the actuarially required contribution to the Wisconsin Retirement Fund. 2014 General Rate is: Employer Share 7%, Employee Share 7%

OTHER BENEFITS PROVIDED:

- Funeral Leave
- Vacation Leave (after 1 year)
- Sick Leave (after 6 months)
- Holiday Pay (after 6 months)
- Section 125 Plan for Uninsured Medical Expenses (after 90 days)
- Tax Deferred Compensation Programs

This illustration summarizes the benefits presently by Forest County and is not a guarantee of benefits. 1/2014