

# **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 (40 Hour Work Week)  
Pay Grade/Pay Structure: \$29.29 per hour

### **I. Position Summary**

The Public Health Nurse provides public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Performs other duties as required.

### **II. Essential Functions and Primary Duties**

Under general supervision and/or as part of various workgroups and teams, the Public Health Nurse performs the following essential functions within the framework of Forest County Health Department's provision of the core functions and essential services of public health:

#### **Public Health Sciences**

- Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources and supports, and access to health care.
- Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
- Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
- 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.
- Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.

- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Responds to individual client emergency situations in the clinical or home setting with basic life support and first aid skills. Summons other health care providers and emergency response personnel in a timely and appropriate manner.
- Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.

### **Community Dimensions of Practice**

- Collaborates in Forest County Health Department's community health assessment and health improvement planning and intervention activities.
- Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
- Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available health department and community programs and services and are assisted in the utilization of those services.
- Participates in Forest County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- Contributes to a work environment that fosters ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals and members of the community.

### **Analysis and Assessment**

- Participates in community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.

### **Leadership and Systems Thinking**

- Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association *Scope and Standards of*

*Practice for Public Health Nursing* any other Federal and State laws and regulations applicable to practice as an public health nursing professional.

- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- Responsible for grant management and assists with grant writing activities.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.

### **Policy Development and Program Planning**

- Assists with the development of policies and plans that support individual and community health efforts, and communicates and interprets 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.
- Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health.
- Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions and governmental agencies.

### **Communication and Cultural Competency**

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book.
- Educates local and state policy makers and community stakeholders on public health issues.
- Adheres to ethical principles and Forest County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

### **Financial Planning and Management**

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Tracks daily time accurately for payroll.

### **Other**

- Available to report to work outside of regular hours in case of public health emergency.

- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.

### **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 an accredited program.

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

#### **Skills, Knowledge, and Abilities:**

- Knowledge of the Essential Public Health Services and Core Public Health Functions.
- Knowledge of community assets and available resources.

- Knowledge of community needs assessment process.
- Knowledge of programming planning, implementation and evaluation.
- Knowledge of health promotion and health education theories and practices related to public health, epidemiology, disease prevention, and behavioral change.
- Able to interact sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences.
- Communicates effectively both in writing and orally and able to use the media, advanced technologies, and community networks to communicate information.
- Able to communicate to and give presentations to individuals and small and large groups.
- Proficient in Microsoft office programs and be able to use electronic databases.

**Licenses and Certifications:** Current Wisconsin License to practice as a registered professional nurse. CPR certification. 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 May 9, 2017

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_