



Position Title:	Seasonal Public Health Nurse			Position #:	6551
Agency Unit:	Division of Nursing		Reports to:	Director of Nursing	
Employment Status:	Seasonal, Part-Time	Pay Grade:	\$18.00 - \$28.00 per hour	FLSA Status:	Non-Exempt

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. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. This position is seasonal with work hours based on needs outlined within a contract held between Crawford County Public Health and an agency within the Crawford County community.

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

Collaborates with school district staff, clinic aides, school district nurses and physicians in developing and implementing a total school health program.

Assures that health screenings and referrals mandated by the State and School District are completed.

As requested, attends 504/IEP meetings for students with medical health care needs.

Provides medication training to medically unlicensed school district staff.

Assists in the administration and monitoring of student medications and treatments according to school district policy and Ohio Law.

Minimum Qualifications: Must meet the eligibility and licensure requirements for a Registered Nurse as specified in OAC 4723-7-01. Must meet the continuing education requirements for a Registered Nurse as specified in OAC 4723-14-03. Must hold a valid Ohio Driver's License, have use of a reliable, safe vehicle for work use and maintain current automotive insurance coverage.

Key Competencies:**Analytical/****Assessment Skills:**

- 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
- Knowledge of the core functions and essential services of public health, public health principles and disease process.
- Knowledge of current public health nursing principles and processes.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).
- Knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document the patient's treatment progress and response; ability to refer to appropriate providers as indicated.
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Knowledge of population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.
- Knowledge of relevant OSHA standards.
- Knowledge of health care systems structure and function; ability to make appropriate client referrals based upon patient need, program guidelines and community resources.
- Knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Knowledge of Ohio State law relating to professional nursing practice.
- Knowledge of current recommendations for vaccination of infants, children and adults.
- Demonstrates knowledge of administration of immunizations to infants, children and adults.
- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage and spelling.
- Ability to keep accurate reports and records.
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members.
- Knowledge of conflict resolution techniques and its applications.
- Demonstrates ability to work independently and in teams.
- Possesses organizational skills.
- Customer service skills – in person and via telephone (discretion, patience, etiquette, professionalism).

**Policy Development
Program Planning
Skills:**

- Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including but not limited to the Ohio Department of Health and the Centers for Disease Control and Prevention
- Coordinates activities among and between other governmental agencies that enforce laws and regulations that protect the public's health
- Collaborates in the development of evidence-based public health nursing practices and programs in collaboration with universities, other nursing agencies, businesses, trade associations, other staff and the public
- Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health and public health nursing in Crawford County
- Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities

**Communication
Skills:**

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Educates local and state policy makers and community stakeholders on public health issues
- Interprets demographic, statistical, programmatic, and scientific information for use by professional and lay audiences

**Cultural
Competency Skills:**

- Ensures that there are strategies for interacting with persons from diverse backgrounds
- Ensures the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services

**Community
Dimensions of
Practice Skills:**

- Uses group processes to advance community involvement.
- 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.
- 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.

Public Health

- Applies the basic public health sciences (including, but not limited to biostatistics, epidemiology, environmental health sciences, health services administration, and social

Sciences Skills:

- and behavioral health sciences) to public health policies and programs.
- 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. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
 - 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.
 - Collaborates in the development of and contributes to individual, team and departmental quality improvement, performance management and evaluation activities.
 - Integrates a review of the scientific evidence related to a public health issue, concern, or, intervention into the practice of public health.
 - Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences.
 - 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.
 - Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
 - Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
 - Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

Financial Planning and Management Skills:

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

Leadership and Systems Thinking Skills:

- 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 a 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.

- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups

Work Environment:

- General office setting in health department facilities, as well as community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

Physical Demands:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality:

- CCPH employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and CCPH confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

Safety:

- CCPH promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands:

- Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

Job Performance Evaluation:

- The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee:

Name	Title	Date
-------------	--------------	-------------

Supervisor:

Name	Title	Date
-------------	--------------	-------------