

**COSTILLA COUNTY, COLORADO
POSITION DESCRIPTION**

POSITION TITLE: Public Health Nurse
DEPARTMENT: Public Health Agency
FLSA STATUS: Non-Exempt (paid hourly)
FORMAT CHANGES: 09/28/2020
CONTENT CHANGES: September 28, 2020

GENERAL PURPOSE

Delivers professional, skilled nursing services for all clinical programs including Immunization, Wellness, and Communicable Disease control. and other areas/programs as assigned by Public Health Director. Responsible for providing comprehensive community health nursing services. Responsible for maintaining the highest standards in clinical nursing practice and adherence to policies, procedures, guidelines and standards of practice. Provides for the preventative, therapeutic and restorative aspects of nursing care based on systematic assessment of client, family and community needs and core public health services.

SUPERVISION RECEIVED

Receives direct supervision by the CCPHA Director or Deputy Director. Programmatic direction from Colorado Department of Public Health and Environment (CDPHE) and the County Medical Officer. Technical guidance and specialty nursing consultation are available from CDPHE program in all public health programs.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Identifies the physical, social and emotional health needs of individuals, families and community through systematic assessment, utilizing professional skills, health history, physical evaluation, nursing process, laboratory and other diagnostic tools.
2. Develops a comprehensive care plan, goals and objectives based on assessment for individuals, families and community. Prioritizes and plans based on assessment. Evaluates plan and outcomes based on nursing process.
3. Identifies clients at high risk of physical and emotional illness and intervenes with appropriate counseling, referral, follow up and case management as needed.
4. Initiates routine operational records. Maintains records and logs in accordance with CCPHA, CDPHE policies and standards of care.
5. Consults and collaborates with other professionals involved in providing core services.
6. Identifies the physical, social and emotional health needs of individuals, families and community through systematic assessment, utilizing professional skills, health history, physical evaluation and laboratory and other diagnostic tools as needed.
7. Makes judgments in regard to delegation of duties to non-nursing personnel. Delegates, trains, supervises and evaluates as necessary and assigned.
8. Provides community health education and consultation as requested and needed.
9. Conducts and staffs on site and satellite public health clinics, immunization clinics and facilitate good clinic flow.
10. Participates with co-workers in establishing priorities for service, caseload management and in evaluating the effectiveness of service programs in terms of improved health status of clients,

families and communities and in accordance with the goals of core public health services and the Public Health Improvement Plan.

11. Responsible for demonstrating competencies for Public Health Clinical Staff described in Bioterrorism and Emergency Readiness Competencies as stated in CDC document "Competencies for all Public Health Workers", November 2002. This includes maintaining an adequate level of knowledge in areas relevant to emergency response. Completes appropriate level NIMS courses per county policy.

PERIPHERAL DUTIES

Performs administrative functions including appointments and referrals for all Public Health programs and community resources in absence of administrative staff.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. A baccalaureate degree in nursing from a school accredited by the National League of Nursing. Public Health experience preferred, or
- B. Graduation from a N.L.N., State approved diploma school of nursing, with three years experience, at least one of which includes supervision. Family Planning and Child Health nursing experience is desirable. Public Health experience is preferred.
- C. For expanded functions, completion of an organized educational program in a specific clinical area.
- D. Recent pertinent continuing education.
- E. Completion of Universal Precautions/ Blood borne Pathogen training within 30 days of hire and annual review.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of Public Health Nursing principles and practices, and core public health services.
- B. Some knowledge of Community Health programs.
- C. Knowledge of clinic organization and its implementation.
- D. Knowledge and acceptance of Public Health practices, philosophy and concerns including standard immunization practices and family planning practices.
- E. Ability to provide skilled nursing care.
- F. Ability to exercise independent judgment and effective problem-solving skills as well as skill in setting priorities.
- G. Ability to recognize the needs and concerns of all people and to maintain constructive relationships in dealing with them.
- H. Ability to communicate effectively verbally and in writing and do simple math.
- I. Working knowledge of basic lab procedures.
- J. Ability to maintain confidentiality, protect client's rights and follow HIPPA regulations.
- K. Some knowledge of child, infant, women, nutrition and epidemiology.
- L. Basic computer skill's desirable.
- M. Possession of a valid driver's license.
- N. Ability to accept and utilize supervision

SPECIAL REQUIREMENTS

Current license to practice (in good standing) as a registered nurse (RN) in Colorado. Special certification as appropriate and required for expanded functions. Current CPR required.

TOOLS AND EQUIPMENT

Medical equipment; i.e., stethoscope, otoscope; automobile for home visits, computer, copier, necessary equipment for collection of blood and other lab specimens, scales and measuring devices.

PHYSICAL DEMANDS

More than two-thirds time is spent standing walking, sitting talking and listening using fingers and hands to handle and feel. Close and distant vision and hearing are necessary for skilled nursing care. Up to one-third time weight up to twenty pounds may be lifted.

COGNITIVE DEMANDS

English Language Comprehension

Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.

Information Ordering

Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Memory

Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations and events.

Attention

Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions, ignoring irrelevant information.

Deductive Reasoning

Requires the ability to apply general rules to specific situations to produce results that make sense.

Problem Solving

Requires the ability to tell when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working.

Mathematical Reasoning

Requires the ability to choose the right mathematical methods or formulas to solve a problem.

Active Learning

Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.

Time Management

Requires employee to manage his/her own time and the time of others effectively so that tasks get done in an efficient manner and deadlines are met.

Cooperation

Requires being dependable, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem solving, adaptable to change (positive or negative), honesty, and being pleasant to others.

Social Perceptiveness

Requires being aware of others' reactions, and understanding why they react as they do.

Monitoring

Requires assessing the performance of yourself, other individuals, and/or the organization to make improvements or take corrective action.

WORK ENVIRONMENT

Indoors in controlled environment usually. Occasional home visits. Moderate noise. Comes in contact with infectious waste during course of duties. Travel required for meetings and trainings and to conduct satellite clinics.

ELEMENTS OF CONTACT

Depending upon specific duties, exposure to bodily fluids may be a common occurrence. Necessary precautions (gloves etc.) should be anticipated and used. Completion of Universal Precautions/Bloodborne Pathogens training should be completed within 30 days of employment and annual review thereafter

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES OFFICE

I _____ acknowledge that I have received a copy of the current job description for the position of Public Health Nurse with Costilla County. I understand the job description does not constitute an employment agreement between Costilla County and myself and is subject to change by Management of Costilla County in its sole discretion.

Signature

Date