

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Public Health Nurse

**Department:** Health and Human Services

**Reports to:** Public Health Manager

**Pay Grade:** Public Health Nurse  
(Professional) & K

**Date:** January 1, 2020

**Hours Per Week:** 40

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## PURPOSE OF POSITION

The purpose of this position is to provide general public health nursing services, including screening, immunizations, home visits, communicable disease follow up, and other nursing services for Richland County Health and Human Services Public Health Unit.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

- Conducts immunization clinics.
- Provides nursing services under the Maternal-Child Health program, including pregnancy and postpartum assistance, home visits to parents and newborns, nutrition information, fetal and infant growth and development information, physical assessment as required, safety information and makes referrals as needed.
- Provides school nursing services, including vision and hearing screenings, serves as health resource person for teachers, students, and administrators.
- Makes public health visits for reported violations of public health regulations and makes recommendations as required.
- Provides prenatal care coordination services.
- Provides information and nursing services for environmental health, water and blood lead testing programs.
- Provides follow up services for communicable disease and sudden infant death syndrome referrals.
- Provides information and preventative health programs for community, including fluoride program, communicable diseases, sexually transmitted diseases, environmental health, etc.
- Maintains confidential records and prepares reports as required.
- Provides assistance in developing policies and procedures, and evaluation of programs.
- Prepares public education materials for distribution and participates in public meetings on public health related issues.
- Participates in preparedness exercise and trainings as assigned.
- Represents Richland County Health and Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.

- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Provides nursing care in accordance with the Nurse Practice Act.
- Follows Universal Precautions and all other OSHA required Programs and Procedures.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Current License to practice as a registered nurse in the State of Wisconsin.
- Bachelor of Science in Nursing required.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to provide first line supervision, assign, review, and plan the work of others.
- Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize data and information such as program policy manuals, medical reference books and materials, plat books, and state and local health program resource books.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

#### **Judgment and Situational Reasoning**

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

#### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.

- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to operate medical equipment and diagnostic instruments requiring simple, periodic adjustments.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland 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 and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date