

## **JOB DESCRIPTION FORM FOR LABETTE COUNTY**

**POSITION TITLE:** PUBLIC HEALTH NURSE – LPN OR RN I & II

**REPORTS TO:** Public Health Department Administrator

**DEPARTMENT:** Public Health of Labette County

**WORK HOURS:** Full time 40 hrs/week, M-F 8-5 except scheduled holidays

**FLSA STATUS:** Non-Exempt

**PAY RANGE:** LPN Range 19, Step D \$17.06/hr

RN Range 22, Step E \$19.69/hr

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### **JOB SUMMARY:**

To perform public health nursing services in clinics, homes and the community; and to provide client centered counseling, education and information concerning their condition.

### **ESSENTIAL DUTIES AND REPONSIBILITIES:**

This class specification lists the major duties and requirements of the job and is not all-inclusive. Nurses may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Must possess valid and active Kansas Nursing License.
- Must be familiar with and follow, at all times, Federal HIPPA rules, regulations and laws.
- Must provide a variety of nursing services in varied areas of Labette County by use of the nursing process.
- Must provide health related counseling on the prevention of communicable diseases; coordinate health programs with outside organizations and agencies; introduce general health related information and instruction to individuals, families and community groups.
- Must assess, plan, and implement care; evaluate the patient's response to a plan and make changes in plan as appropriate.
- Must possess a valid and active driver's license or have the ability to obtain one.
- Computerized case management will be maintained indicating a need for significant computer literacy and ability to navigate multiple computer applications.
- Must assess and evaluate patient's response to treatment and medication.
- Act as a resource and provide leadership to community groups and co-workers.
- Keep accurate patient records; maintain confidentiality always.
- Stay abreast of new trends and innovations in the areas of disease prevention and treatment, chronic diseases; family planning and maternal child health.
- Compile and submit necessary medical/statistical reports and data in a timely fashion.
- Apply basic time management and patient care coordination skills to effectively provide nursing and health care services.
- May be exposed to a variety of work environments including urban and rural communities.
- Participate in quality improvement activities.

- Assist in research and investigation of communicable diseases when requested.
- Complete FEMA NIMS (National Incident Management System) training courses #100, 200, 700, and 800 at a minimum.
- Annually consent to a TB skin test.
- Maintain a current Basic Life Support (BLS) certification.
- Perform related duties and responsibilities as required.
- Report for duty in the event of a county-wide disaster.
- Be able to obtain any certifications as required and specified by grant allocation and funding.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Ability to:

- LPN licensed nurses must work independently and within the delegated tasks assigned in the absence of a Registered Nurse.
- Demonstrate leadership skills.
- Some public speaking as necessary

### **QUALIFICATIONS:**

#### **Licenses/Certification:**

Possession of an appropriate, valid Kansas Nursing License and be in good standing with the Kansas State Board of Nursing. Must be U.S. citizen or posses authorization for employment for immigrations services and maintain a valid Driver's License.

One year of nursing experience is required, preferably in the community or public health sector.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Individual must be able to pass pre-employment physical, drug screening test and criminal background check.

**Experience:** This job requires on-going education to maintain job requirements and nursing licensure. Some of this on-going education may require attending classes out of the county for one to three days, and possibly longer, for attendance at professional conferences and training seminars. Other required experience includes:

- One (1) year of experience as a practicing nurse in the health care field.
- Phlebotomy skills (or equivalent).
- Knowledge of immunization schedule and skills administering injections to infants and children.
- Physical assessments skills for adults and children.

**Knowledge Of:**

- Principles, procedures, methods, and techniques of nursing practice
- Medical Terminology
- Principles and procedures of medical record keeping
- Pertinent Federal, State and Local laws, codes, and regulations regarding health care.
- Universal precautions and infection control practices.

**Ability To:**

- Interview patients prior to examinations to assess their health status.
- Interview patients to determine their medical history, background and health status.
- Educate patients on a variety of health care related issues.
- Prepare lab requisitions and obtain laboratory specimens.
- Learn to properly prepare and administer immunizations and vaccines.
- Provide responsible health and nursing care, including health education.
- Administer a variety of pre-examination tests.
- Administer prescribed medications for treatment.
- Respond to emergency situations which may include a bioterrorism event.
- Administer first aid.
- Maintain confidentiality.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Speak in public to various groups and clerical staff.
- Advise patients on available and appropriate medical and social services available.
- May attend coalition meetings and interact with other public agencies.
- May administer a variety of pre-examination tests including skin tests, blood tests, and other tests used in determining communicable disease; provide information and education to patients before and after tests as necessary.
- May work in conjunction with KDHE, other health care providers, and patients during reportable disease investigations.

**CLOTHING/PERSONAL PROTECTIVE EQUIPMENT:**

This position requires a professional appearance at all times. This position also requires the ability to put on and wear, possibly for extended periods of time Personal Protective Equipment.

**WORKING CONDITIONS:**

- Must perform services in Labette County for individuals having chronic disease conditions.
- May make home visits.
- May perform school nursing contractual duties in the schools contracted with the Public Health of Labette County.

## **ABILITIES:**

- The RN will possess the ability to provide administrative and nursing orientation to staff.
- The RN will review the work of lower level nursing staff.
- Work independently in the absence of supervision.
- Demonstrate leadership skills.

## **CONDITIONS:**

- All required licenses must be maintained in an active status without suspension or revocation throughout employment.
- Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

*DISCLAIMER: The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This job description is not to be construed as a contract or guarantee of employment for any specified time or any specific type of work. Employees are at-will employees.*