

IONIA COUNTY, MICHIGAN

POSITION DESCRIPTION

POSITION TITLE: Health Department Personal Health Nurse

Department: HEALTH

Pay Grade: 12

Reports To: Personal Health Director

Purpose:

Under supervision of the Nursing Supervisor/Director of Personal Health Care, the Public Health Nurse provides community health nursing services to clients in their homes, schools, office, and/or clinics. Services are generally related to maternal and infant health, immunizations, health screenings, and education/training of clients regarding public health issues and disease prevention, and the epidemiology of public health concerns.

Essential Duties and Responsibilities:

The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs physical, environmental, nutritional, and emotional assessments of client needs; discuss, review, teach, and counsel clients and parents/family members; makes appropriate referrals to other agencies; documents all related information on each client.
- Assesses vaccine needs of individual clients; prepares and administers vaccines; advises clients of risks and possible side effects; investigates adverse reactions and files report with state.
- Teaches materials related to client's condition in specific program; prepares guidelines and materials for each visit with client.
- Develops care plan for client and provides case management to meet client's individual needs.
- Maintains client information in appropriate databases and Electronic Medical Record (EMR).
- Conducts health screenings and other tests; Monitors height, weight, blood pressure, and other vital signs.
- Complies with applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations.
- Develops and updates policies/procedures appropriate to specific programs as needed.
- Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Communicates via telephone providing information, assistance, counseling, and direction as related to public health issues.
- Investigates, counsels, and educates clients on communicable diseases; reports communicable disease to physician, state, and Health Officer; educates physicians and other health care workers related to communicable disease investigation, reporting, and treatment.
- Identifies community educational needs related to communicable disease; prepares informational materials for public release.
- Transports supplies and materials to clinic sites and home visits; assists with clinic set up; monitors supplies and reorders as necessary.
- Promotes positive public relations.
- Attends staff meetings; prepares and presents in-services for other staff members.
- Supervises and directs paraprofessional/clerical staff in clinic operations.
- Performs other related essential duties as required and assigned.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities:

Associate or Bachelor's degree in nursing plus one to two years relevant work experience. Must possess a current and unencumbered Michigan Nursing license.

Minimum Abilities Required to Perform Essential Job Functions:

- Ability to operate a variety of automated office machines including calculator, copier, computer, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, and other software applications.
- Ability to use and utilize specialized medical/nursing equipment, materials, and tools including otoscopes, needles/syringes, stethoscopes, sphygmomanometers, scales, diagnostic instruments, teaching/educational aids (TVNCR), and other medical supplies.
- Ability to exert physical effort in light to moderate work involving some stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.
- Ability to comprehend and correctly use a variety of informational documents including statistical information, time sheets, diagnostic reports, physician cards, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including training manuals, journals/periodicals, computer handbooks/manuals, procedure manuals, etc.
- Ability to prepare immunization records, patient records, client charts, diagnostic reports, time sheets, assessment results, memorandum, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to perceive and discriminate colors and sounds.
- Ability to make independent judgments in absence of management, use common sense, and utilize the principles of influence and rational systems in the performance of tasks.
- Ability to learn and understand medical, nursing, and counseling terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.
- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly. The ability to behave in a friendly, understanding, helpful, and professional manner.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards.
- Ability to communicate effectively with immediate supervisor, clients, students, office personnel, nurses, physicians, school personnel, and the public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English.

Ionia County is an Equal Opportunity Employer

