



ADMINISTRATION
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Position Opening

Date Posted: 11 07 18
Posting Deadline: 11 24 18

E.O.E.

Position Title:	Public Health Nurse 1-Public Health Nurse 2
Division:	Public Health
Exempt or Non-exempt:	Non-Exempt
Classified or Non-Classified:	Classified
Classification Number:	
Full Time / Part Time / Intermittent /Seasonal	Full Time
Date Job Description Created:	10 16 18
Title of Immediate Supervisor:	Public Health Director
BOH Approval Date	
Revision Date	

POSITION INTRODUCTION

The Public Health Nurse utilizes public health concepts and theories along with epidemiology to provide disease surveillance, prevention and control for individuals, families, facilities, and the community. Provides clinical support in a variety of clinic and community based public health programs within the Public Health Nursing Division. Upholds quality assurance, safety and other program initiatives.

MINIMUM QUALIFICATIONS AND CHARACTERISTICS:

At least (2) years of direct nursing care experience with strong clinical, communication and presentation skills. Bachelor’s of Science Degree in Nursing is preferred. The ability to uphold standards related to HIPAA, OSHA and universal precautions. Must have an understanding of nursing scope of practice and delegation. Must have the ability to appropriately interact with a diverse population.

LICENSURE OR CERTIFICATION REQUIREMENTS:

information@rosscountyhealth.com www.rosscountyhealth.org

Equal Opportunity Employer

- Active license as a Registered Nurse in Ohio in accordance with ORC 4723.12.
- Current CPR Certification.
- Valid Ohio Driver's License, proof of insurance that meets required Board minimums, record of safe driving, and reliable transportation. Meets all prerequisite and on-going qualifications to be covered by the employer's liability insurance carrier.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive.

- Computer with accompanying software and web-based programs
- Copier/Scanner/Fax
- Other Office Equipment
- Multi-line phone
- Department Vehicle
- Medical equipment (e.g. syringes, N-95 respirator, sphygmomanometer, stethoscope, etc.)
- Vaccine Storage and monitoring equipment
- Scales

Working Conditions While Performing Essential Functions:

General office setting in a health department facility; as well as in community sites.

The employee is exposed to, must negotiate, use, or work with or in the vicinity of chemical compounds found in an office environment (e.g. toner, correction fluid, etc.). The employee has regular contact with the public, including potentially violent or emotionally distraught individuals. 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, vibration, 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. There will be routine exposure to blood, body fluids, and tissue. Work may require the wearing of personal protective equipment including an N-95 respirator.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base.
- Willingness to participate in workforce development.
- Willingness to participate in and/or lead agency wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies.
- Willingness to assist clients independent of their race, ethnicity, sexual orientation and/or socioeconomic status.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Performs surveillance and control of Communicable Diseases:
 - Investigates reports of infectious diseases both naturally occurring and bioterrorists incidents.
 - Required reporting of infectious diseases.
 - Interprets and implements local, state, and federal guidelines related to infectious disease.
 - Monitors various infectious disease surveillance systems (i.e., epicenter anomalies, ODRS, etc.) for significant disease trends and early detection of emerging infectious diseases.
 - Investigates, coordinates, and/or assists with all reported disease outbreaks or illness clusters.
 - Collaborates with internal and external partners on special projects as assigned.
 - Reviews, evaluates, and analyzes reportable infectious disease data monthly and annually, compiles monthly Infectious Disease Reports.
 - Interprets surveillance data, collects health data from appropriate sources (e.g. case interviews, medical records, vital statistics records, laboratory reports, or pathology reports).
 - Uses statistical software to analyze and characterize epidemiological data (e.g., Epi Info).
 - Interprets findings from epidemiological studies, recommends control measures, prevention programs, or other public health interventions based on epidemiologic findings.
 - Writes investigation reports regarding infectious disease or outbreak investigation.
 - Writes surveillance reports, gives oral presentations using appropriate media.
 - Collaboration with community partners.
 - Collects specimens for testing.
 - Establishes and maintains effective working relationships with health professionals in the community Collaborates with laboratory personnel, infection control specialists and healthcare providers.
2. Coordinates and provides clinical support in the Tuberculosis Control Clinic through direct nursing care (e.g., assists physician in clinic, Tb skin testing, direct observed therapy, collection of specimens).
 - Case Management of latent and active Tb cases.
 - Performs contact investigations
 - Assesses for, monitors and reports adverse reactions to treatment to the medical director.
3. Responds to vaccine emergencies.
4. Participates in Quality Assurance activities and Quality Improvement initiatives. Participates on committees and/or in educational and research activities as needed.
5. Plans, trains and responds to public health emergencies using principals of the Incident Command System (ICS). Participates in public health emergency response exercises. Completes appropriate training to ensure NIMS compliance as required.
6. Ability to work irregular work schedule to include, but not limited to nights, weekends, and Holidays during public health emergencies.
7. Coordinates and tracks screenings of home births for the Ohio Infant Screening Program.

8. Keeps current with technological advances and workplace innovations that support job functions.
9. Adheres to all Ross County Health District policies and procedures.
10. Promotes health and maintains health of individuals and families in clinic and community.
11. Assess, monitor, and evaluate the health of individuals and families.
12. Provide information, resources, and referral services to persons contacting Ross County Health District.
13. Develop and provide health education to individuals, families, and communities.
14. Represents the Health District as requested by Director of Nursing at community coalitions, forums, meetings and work groups, etc.
18. Demonstrates proficiency in technical skills in order to provide nursing care.
19. Performs other duties as assigned.
20. Compiles and prepares reports for submission to the appropriate entity (i.e. Ohio Department of Health).
21. Consults with school nurses, parents, health provider offices and community members on infectious diseases.
22. Attends and participates in trainings, meetings, conferences, seminar and other job-related training sessions as necessary.
23. Interacts effectively with other staff members.
24. Seeks educational opportunities to increase skill and knowledge competencies.
25. Assures program compliance with the agency's records retention policy.
26. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
27. Demonstrates regular and predictable attendance.
28. Ability to work irregular hours, nights, week-ends and holidays during public health and vaccine emergencies.
29. Responds to public health emergencies in accordance with response plans using the incident command system.
30. Provides direct and indirect supervision of nursing personnel assigned to clinic and community-based programs.
31. Participates in the hiring, performance review, and progressive disciplinary processes in accordance with agency policy, and makes recommendations to the Director of Nursing.
32. Independently provides direct nursing care services to clients in home, community, and clinic setting.

ASSOCIATED PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing workforce development and are examples (i.e., not all inclusive) of tiered competencies aligning with the position description. The Core Competencies for Public Health tiered competencies aligning with the position description. The Core Competencies for Public Health Professionals are organized into three tiers. These tiers represent career stages for public health professionals.

This position is a Tier 1- Front Line Staff/Entry Level. Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support.

- 1A1. Describes factors affecting the health of a community (e.g., equity, income, education, environment).

- 1A2. Identifies quantitative and qualitative data and information that can be used for assessing the health of a community.
- 1A3. Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- 1A4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- 1A5. Selects valid and reliable data.
- 1A6. Selects comparable data.
- 1A7. Identifies gaps in data.
- 1A8. Collects valid and reliable quantitative and qualitative data.
- 1A9. Describes public health applications of quantitative and qualitative data.
- 1A10. Uses quantitative and qualitative data.
- 1A11. Describes assets and resources that can be used for improving the health of a community.
- 1A12. Contributes to assessments of community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services; access to affordable housing).
- 1A13. Explains how community health assessments use information about health status, factors influencing health and assets and resources.
- 1A14. Describes how evidence is used in decision making.
- 1B1. Describes factors affecting the health of a community (e.g., equity, income, education, environment).
- 1B3. Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- 1B4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- 1B5. Analyzes the validity and reliability of data.
- 1B6. Analyzes the comparability of data.
- 1B7. Resolves gaps in data.
- 1B8. Collects valid and reliable quantitative and qualitative data.
- 1B9. Analyzes quantitative and qualitative data.
- 1B10. Interprets quantitative and qualitative data.
- 1B12. Assesses community health status and factors influencing health in a community.
- 1B15. Advocates for the use of evidence in decision making that affects the health of a community.
- 2A1. Contributes to state/Tribal/community health improvement planning.
- 2A2. Contributes to development of program goals and objectives.
- 2A3. Describes organizational strategic plan.
- 2A4. Contributes to implementation of organizational strategic plan.
- 2A5. Identifies current trends.
- 2A6. Gathers information that can inform options for policies, programs, and services.
- 2A7. Describes implications of policies, programs, and services.
- 2A8. Implements policies, programs, and services.
- 2A9. Explains the importance of evaluations for improving policies, programs, and services.
- 2A10. Gathers information for evaluating policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment).
- 2A11. Applies strategies for continuous quality improvement.

- 2A12. Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services.
- 2B5. Monitors current and projected trends representing the health of the community.
- 2B7. Examines the feasibility and implications of policies, programs, and services.
- 2B8. Recommends policies, programs, and services for implementation.
- 2B10. Explains the importance of evaluations for improving policies, programs, and services.
- 2B12. Implements strategies for continuous quality improvement.
- 3A1. Identifies the literacy of populations served.
- 3A2. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
- 3A3. Solicits input from individuals and organizations for improving the health of a community.
- 3A4. Suggests approaches for disseminating public health data and information.
- 3A5. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters).
- 3A6. Communicates information to influence behavior and improve health.
- 3A7. Facilitates communication among individuals, groups, and organizations.
- 3A8. Describes the roles of governmental public health, healthcare, and other partners in improving the health of a community
- 4A1. Describes the concept of diversity as it applies to individuals and populations.
- 4A2. Describes the diversity of individuals and populations in a community.
- 4A5. Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.
- 4A6. Describes the effects of policies, programs, and services on different populations in a community.
- 5A3. Suggests relationships that may be needed to improve health in a community.
- 5A4. Supports relationships that improve health in a community.
- 5A5. Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources).
- 5A7. Provides input for developing, implementing, evaluating, and improving policies, programs, and services.
- 5A9. Informs the public about policies, programs, and resources that improve health in a community.
- 5B3. Suggests relationships that may be needed to improve health in a community.
- 5B5. Maintains relationships that improve health in a community.
- 6A1. Describes the scientific foundation of the field of public health.
- 6A2. Identifies prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities).
- 6A3. Describes how public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are used in the delivery of the 10 Essential Public Health Services.
- 7A3. Adheres to organizational policies and procedures.
- 7A11. Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view).
- 8A1. Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities.

- 8A2. Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels.
- 8A3. Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community.
- 8A4. Contributes to development of a vision for a healthy community (e.g., emphasis on prevention, health equity for all, excellence and innovation).
- 8A7. Participates in professional development opportunities. Mentors colleagues in acquisition of clinical knowledge, skills, abilities, and judgement.
- 8A9. Describes ways to improve individual and program performance.
- 8B1. Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities.
- 8B3. Explains the ways public health, health care, and other organizations can work together or individually to impact the health of the community.
- 8B6. Provides opportunities for professional development for individuals and teams (e.g., training, mentoring, peer advising, coaching).
- 8B9. Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results).

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the Licensed Practical Nurse.

- Reports submitted on time
- Infectious Disease Surveillance investigations following Ohio Administrative Code 3701-3
- Data collection efforts are accurate and timely.
- Performance adheres to the Ross County Health District personnel policy and procedures.

Public Health Nurse 1 – Public Health Nurse 2

Date

Director of Nursing

Date

Administrator

Date