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**SCIOTO COUNTY HEALTH DEPARTMENT**

Job Description – Public Health Nurse (Part-Time)

# GENERAL INFORMATION:

Employee: Title: Public Health Nurse (Part-Time)

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| --- | --- |
| **Department** |  Scioto County Health Department – Nursing Division |
| **Work Hours** | 9:00 A.M. to 4:00 P.M. (One Hour Lunch Period) |
| **Department Days** | Tuesday through Friday (total of 56 hours per 2-week pay period); occasional weekend and evening hours |
| **Immediate Supervisor** |  Director of Nursing |
| **Date of Hire** |  |
| **Civil Service Examination** |  None |
| **License/Certification Required** |  Ohio State Board of Nursing |
|  **CPR** |  American Heart Association |
| **Motor Vehicle License** |  Ohio Bureau of Motor Vehicles |

# JOB DUTIES:

***Children with Medical Handicaps Program:***

* Provide case management for medically fragile children participating in the Children With Medical Handicaps (CMH) Program.
* Understand the policies and procedures of the CMH program, and be able to explain them clearly to parents and medical providers.
* Conduct home visits with CMH clients, as follows:
* Application assistance: Assist parents/clients to apply for the CMH program (medical application and financial application)
* Initial visit: Conduct initial visit and perform comprehensive assessment with all new clients on the CMH Treatment Program within 30 days
* Renewal visit: Conduct annual renewal visits within 3 months of renewal date for all clients
* Help Me Grow/PHN visit: Conduct initial visit/comprehensive assessment on all clients referred by Help Me Grow, to assess eligibility and assist with application to CMH diagnostic and treatment programs.
* Interim visit: Meet with parents, at their request or as deemed necessary by the PHN, as needed to resolve problems and issues
* Home visits are preferred. When not possible due to parent refusal or pandemic emergency, visits may be conducted in the clinic, a safe location in the community, or, as a last resort, by phone.
* Maintain accurate records; chart clearly and concisely. Write and upload PHN reports to CMACS and HDIS.
* Observe the interaction between the patient and family when possible.
* Report any concerns or issues to the Director of Nursing.
* Liaise appropriately with medical providers, equipment and pharmacy providers, schools, Children’s Services, and other agencies as necessary for care coordination.
* Bill appropriately using established procedures for documented services provided.

***Immunization Program:***

* Independently assess client health status, medical history, and vaccine record as pertain to immunizations. Advise patients of contraindications and potential adverse effects.
* Safely provide immunizations to clinic clients, including infants, children, adolescents, and adults, according to ACIP vaccine recommendations.
* Understand client eligibility criteria for Vaccines for Children (VFC) program, ODH 317 program, and private vaccines.
* Assist clients to understand immunization requirements for preschool/daycare, schools and universities and provide needed vaccines.
* Assist clients to understand international travel immunization requirements and recommendations, as well as other health precautions for international travel, and provide international travel vaccines according to CDC recommendations.
* Staff mobile immunization clinics as necessary.
* Assist with inventory, temperature monitoring, and maintaining all required documentation for ODH VFC and 317 programs as well as private vaccine.
* Be able to accurately enter vaccine records into HDIS electronic record.
* Be able to assess client’s insurance and Medicaid status.
* Assist with ensuring that emergency medical equipment, supplies and meds are stocked and up to date, with up to date standing orders.
* Ensure clinic and waiting room areas are kept clean and stocked.

***Health Education and Health Promotion***

* Represent the Scioto County Health Department at community health fairs, provider fairs, and other community events.
* Determine themes and gather/develop educational materials for health fairs, presentations, and other events
* Make health information available to the public in various forms (print, website, social media, etc.)
* Produce and distribute quarterly newsletter.
* Respond appropriately, with accurate information explained in a culturally-appropriate manner, to information requests from community members.

***School Health Support***

* Staff scoliosis screenings at Scioto County schools, as requested.
* Staff immunization clinics at Scioto County schools, as requested.
* Assist the Director of Nursing in hosting two school nurse meetings annually, to provide school nurses with opportunities for education and professional support.
* Provide information and back-up to school nurses for communicable disease issues in schools.

***Interagency Collaboration***

* Participate in precepting Shawnee State University nursing students in community health clinical experiences.
* Be available to attend meetings and/or serve on interagency boards and committees, which may include the Early Childhood Coordinating Committee, the Scioto County Health Commission Nutrition Committee, the Scioto County Health Coalition Tobacco Committee, etc. Participate in the work of these committees as time permits, with approval of the Director of Nursing.
* Be familiar with other programs in the community such as Help Me Grow, Early Intervention, Family and Children First Council, Scioto County Board of Developmental Disabilities, ADAMHS Board, etc., and make referrals as necessary.

***Other***

* Actively participates in local disaster response efforts, as directed by the Health Commissioner and/or Director of Nursing
* Participates in staffing First Aid station at the Scioto County Fair.
* Responds to public inquiries about health matters and health department services with courtesy and appropriate information.
* Keeps current in information related to the nursing programs and the nursing profession by attending seminars, training workshops, completing continuing education opportunities, and/or reading professional publications.
* Complete annual training on bloodborne pathogens, HIPAA privacy rules, vaccine handling and storage, and the Vaccines for Children program.
* Actively participates in other Health Department services as requested by the Health Commissioner and/or Director of Nursing. This includes filling in for other public health nurses during absences, as appropriate.
* Any other duties as requested by the Director of Nursing.
* Is able to work independently when necessary, and know when to ask for guidance or help.
* Must be proficient in basic computer skills and be able to use the following programs: Microsoft Word, CMACS, ODRS, HHLPSS, Excel, Publisher, HDIS, IMPACT-SIIS.
* Assist the Director of Nursing with data collection, surveys, and data presentation as necessary.
* Assist the Director of Nursing with accreditation activities.
* Any other duties as requested by the Director of Nursing.

# COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA’s):

1. **Public Health Tier: 1 – Frontline employee**

Tier 1 competencies are 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.

# Organizational Competencies

All Scioto County Health Department employees are expected to work to protect the residents of Scioto County from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all Scioto County Health Department employees are expected to meet specified competencies in the following areas: Analytical/ Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimension of Practice Skills, Financial Planning and Management, and Leadership and Systems Thinking Skills. Together, the staff chose 14 organizational competencies from among the Tier 1 competencies that were ranked as most important to their work at the health department. These 14 competencies are listed below:

* **Role During Emergency** - Demonstrate knowledge of one’s expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015]
* **Use IT** - Use information technology in accessing, collecting, analyzing, using, maintaining, and disseminating date and information [1A4, 1B4, 1C4]
* **Describe Strategic Priorities** - Describe agency’s strategic priorities, mission, and vision [PHWINS 2017] Work Exceeds Standards Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018]
* **Recommend Solutions** - Identify problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome [NIH, retrieved 2018]
* **Deliver Culturally Appropriate Service** - Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017]
* **Describe Diversity** - Describe the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) [4A1, 4B1, 4C1]
* **Address Diversity** -Address the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community [4A5]
* **Collaborate with Partners** - Collaborate with community partners to improve health in a community (e.g., participate in committees, share data and information, connect people to resources) [5A5]
* **Improve Programs** - Provide input for developing, implementing, evaluating, and improving policies, programs, and services [5A7]
* **Motivate Colleagues** - Motivate colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) [7A11, 7B13, 7C13]
* **Use Performance Management** - Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation) [7A14, 7B16, 7C16]
* **Incorporate Ethical Standards** - Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1]
* **Professional Development Participation** - Participate in professional development opportunities [8A7]
* **Maintain Performance** - Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018]

# Job Specific Competencies - Tier 1 employees

* + Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4, 1A5, 1A7, 1A8, 1A9, 1A10, 1A11, 1A12)
	+ Policy Development/Program Planning Skills (2A2, 2A3, 2A4, 2A6, 2A8, 2A10, 2A11)
	+ Communication Skills (3A2, 3A3,3A4, 3A5)
	+ Cultural Competency Skills (4A3, 4A4, 4A6, 4A7)
	+ Community Dimensions of Practice Skills (5A1, 5A2, 5A4, 5A5, 5A7, 5A8, 5A9)
	+ Public Health Sciences Skills (6A2, 6A3, 6A5, 6A6, 6A7, 6A8, 6A9)
	+ Financial Planning and Management Skills (7A2, 7A3, 7A6, 7A7, 7A9, 7A10, 7A11, 7A12, 7A13, 7A14)
	+ Leadership and Systems Thinking Skills (8A1, 8A2, 8A3, 8A4, 8A6, 8A7, 8A9)

# Professional Competencies

The professional competencies Public Health Nurses will adhere to all health checklists, policies and procedures for Scioto County Health Department Public Health Nurses.

Employee - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ (signature) (date)

Supervisor – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 (signature) (date)