



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

NORTHEAST COLORADO HEALTH DEPARTMENT

JOB DESCRIPTION

JOB TITLE:

**Public Health Nurse I
Exempt**

UPDATED: October 2019

GENERAL STATEMENT OF DUTIES

Ensure the provision of quality program services to clients served by the agency. Provide direct services in assigned programs utilizing the nursing process. Perform professional and administrative work in planning, development, implementation and evaluation of the assigned programs.

SUPERVISOR

Director of Client Health Services, self-managed team.

PRIMARY DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.

Achieves proficiency and provides direct community health nursing care to clients in agency programs including but not limited to family planning, immunizations, and communicable disease surveillance utilizing a variety of modalities including home visits, office visits and clinics.

Participates in nursing program planning and evaluation. Maintains appropriate skill level in all nursing programs and provides services in all nursing programs on a regular basis.

Establishes relationships with clients which facilitate mutual problem solving toward the resolution of actual and potential health problems. Plans nursing interventions mutually with the client considering goals, priorities, and alternative approaches. Implements nursing interventions including health teaching and guidance, referral, coordination with other resources, and client advocacy.

Evaluates nursing care based upon a comparison of goals and actual outcomes; revises plans appropriately. Documents nursing care appropriately and utilizes department data systems to input data.

Represents the agency as requested on health-oriented community boards and committees. Establishes and maintains effective working relationships with employees, the public, community-based organizations, and other agencies.

Self-evaluates performance including areas of strength and need, with Director of Client Health

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Services; develops goals and implements actions to improve performance. Participates in orientation of new staff as requested. Performs other duties as assigned.

When covering an agency office and there are few or no clients scheduled, ensure that other program work is accessible so that time is utilized wisely and to the agency's benefit. This may include recording/clearing copier codes as needed, cleaning, restocking and general upkeep to ensure office is professional in appearance. If money is collected during clinics, the money bag will be counted/recorded/balanced at the end of each day. It is expected that daily time keeping will be up to date.

Coordinates regional early childhood screen events with Health Integration Team.

PROGRAM SPECIFIC RESPONSIBILITIES:

Immunizations:

- Achieves proficiency within training plan timeline as determined by the lead Public Health Nurse in the assessment/preparation/education/delivery of vaccines for pediatric and adult patients.
- Learns and implements VFC program requirements, participates in annual VFC training and site visits as assigned
- Provides immunizations during scheduled clinic hours as well as "drop-in" services
- Maintains vaccine inventory utilizing the CIIS system, including reconciliation and ordering
- Enters all immunizations into the CIIS system within 24 hours of immunization delivery unless client opts out of registry
- Maintains emergency epi kit, AED and emergency bag for designated office(s)
- Performs assigned Quality Improvement tasks in a timely manner.
- Monitors supplies in assigned office, makes appropriate staff aware of supply needs through monthly ordering procedure, re-stocks offices as needed.
- Reviews VIS in assigned office for most up to date versions
- Monitors and records refrigerator/freezer temperatures twice daily in assigned offices and reports any concerns to lead PHN; maintains proper storage and handling practices of all vaccines
- Acts as an immunization resource for staff and the public.
- Provides off site immunization clinics as assigned

Family Planning:

- Achieves proficiency within training plan timeline as determined by the Family Planning Program Lead and/or Nurse Practitioner in the assessment/preparation/education/dispensing of birth control methods, supplies, pregnancy testing, STD screening and treatment, as well as referrals.
- Provide family planning services during scheduled clinics as well as for drop in clients.
- Maintain accurate inventory of birth control methods/medications/supplies utilizing appropriate logs/tracking sheets.
- Complete Title X orientation and participate in ongoing training/updates.



Communicable Disease:

- Achieves proficiency within training plan timeline as determined by the Disease Control Specialist to encompass the following:
- Assists with communicable disease prevention and control; investigation of vaccine preventable diseases, enteric diseases and zoonotic diseases.
- Actively participate in educational opportunities to increase knowledge base in order to provide technical assistance and guidance to medical providers/schools/childcare centers about communicable diseases and tuberculosis.
- Tuberculosis prevention and control, including LTBI client intake and case management, active disease case management including DOT and VDOT, contact investigation of TB exposures
- Home visits to administer DOT is required
- Ability to learn use of CEDRS, TBdb, and Health Alert Network systems
- May be required to work outside of normal business hours (evening and/or weekend hours) in the unlikely event of a public health emergency or situation.

Other duties as assigned by the Director of Client Health Services.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of concepts of public health nursing practice and ability to apply concepts with moderate supervision. Ability to develop sound judgment relative to caseload management and recognition of priorities in the context of limited nursing resources. Knowledge of importance of learning and using community resources. Ability to communicate effectively both orally and in writing.

WORKING ENVIRONMENT:

This position will be in an office environment. Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling. Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.

Travel is expected of all staff throughout the six (6) county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma). May require travel to Denver 1-2 times per year for training. Stairs are present in many offices.

The climate and/or temperature may not be comfortable at times.

HIPAA STATEMENT

Maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employee response, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness and response, as required. Completes trainings identified as appropriate for this level of employee.



QUALIFICATIONS

Bachelor's degree in Nursing or a Nursing diploma and/or Associate Degree in Nursing strongly preferred, or graduation from a state approved License Practical Nursing Program will be considered with the right candidate.

Previous experience as a community health worker/patient navigator or volunteer experience/previous employment with a community, health, or social service organization.

Must possess a valid driver's license.

Bilingual in Spanish very desirable.

SPECIAL REQUIREMENTS

Current license to practice as a Registered Nurse or Licensed Practical Nurse in Colorado.

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, NCHD celebrates diversity in the workforce.

OTHER

The Public Health Nurse I position is a full-time position funded by grants, contracts and per capita contributions. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.