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## **Public Health Nurse (PHN)**

**Location:** Iron County Health Department

**FT/PT:** Full-time 40 hours per week

**Deadline to apply:** 10/02/2020

### **Job Responsibilities:**

#### General Function

The primary purpose of this position promotes the health and safety of children, families, and vulnerable population groups in the community. Public health nurses provide health assessment, education, anticipatory guidance, referral to community resources, coordination of services and case management. Nurses provide services in homes, clinics, schools and other community sites. Services promote healthy pregnancies, positive birth outcomes, optimum child growth and development, positive parenting practices, utilization of preventive health care services and healthy lifestyle choices. Health issues addressed include access to health and dental care services, physical and mental health promotion and advocacy, injury prevention, healthy nutrition, and health of children/families with special cultural and ethnic needs.

The general purpose of positions in this classification is to provide services in public health programs that promote and maintain the health of individuals, families, groups, and the community through coalition building and facilitation, teaching, counseling, and appropriate preventive screening measures. Public Health Nurses collaborate and consult within multidisciplinary and multiagency teams in order to achieve desirable outcomes for families and communities. Public Health Nursing interventions occur at individual, family, community, and systems levels depending upon the responsibilities of the position and the issues involved. The PHN provides essential services of public health within a variety of settings. This position is the lead staff for the Birth to Three Program, Jail Health, Emergency Preparedness, and cross trained to all other areas within the department including but not limited to Maternal Child Health, Reproductive Health, Immunization Program, Prevention programming.

#### **Essential Duties and Responsibilities**

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

#### **Public Health Sciences**

1. Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family

functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources and supports, and access to health care.

2. Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
3. Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
4. Engages individuals and families in a plan of care that addresses their identified health deficits and issues. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
5. Obtains and completes appropriate client consent forms, ensures client confidentiality and maintains orderly medical records. Follows established policies and procedures as well as the State and Federal laws that govern the release of health care information.
6. Documents client assessment and intervention data in medical records. Uses established medical record forms, databases and documentation practices.
7. Consistent with provisions of the Wisconsin Nurse Practice Act, delegates and supervises Individuals who assist the registered nurse in a manner consistent with those individuals' job classifications or scope of practice as nursing students.
8. Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including, but not limited to the Health Department location, homes, community organizations and businesses, schools, and the community in general.
9. Evaluates outcomes of public health nursing interventions; works with others (clients and other professionals) to makes changes as necessary.
10. Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
11. Collaborates in the development of and contributes to individual, team, and Departmental quality improvement and evaluation activities.

### **Community Dimensions of Practice**

12. Collaborates in implementing and evaluating the Community Health Improvement Plan.
13. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.

14. Participates in Iron County Health Department sanctioned research and projects that seek to improve the health of communities and determine new ways to address health issues.

15. Contributes to a work environment that fosters ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals and members of the community.

### **Analysis and Assessment**

16. Participates in community assessment as requested. Can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data.

17. Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.

### **Leadership and Systems Thinking**

18. Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association Scope and Standards of Practice for Public Health Nursing any other Federal and State laws and regulations applicable to practice as a public health nursing professional.

19. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.

20. Collaborates in developing a work environment where continuous quality improvements in practice are pursued.

21. Assumes responsibility for own professional growth and development by pursuing education and participating in professional committees and work groups.

### **Policy Development and Program Planning**

22. Coordinates public health activities with other stakeholders, partners, agencies and jurisdictions.

23. Collaborates in the development of evidence-based public health nursing practices and programs in collaboration with universities, other agencies, businesses, trade associations, other staff and the public.

24. Collaborates in the development, implementation and evaluation of long and short-range policies, plans and programs for public health and public health nursing in Iron County.

25. Collaborates in and contributes to individual, team, and departmental quality improvement and evaluation activities.

### **Communication and Cultural Competency**

26. Delivers targeted, culturally appropriate information to help individuals and groups understand local public health programs and policies.
27. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
28. Adheres to ethical principles and Iron County Health Department policies in the collection, maintenance, use, and dissemination of data and information.

### **Financial Planning and Management**

29. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
30. Operates programs within budgetary constraints.
31. Contributes to the preparation of proposals for funding from external sources.

### **Additional Tasks and Responsibilities**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

32. Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
33. Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
34. Works to support the mission of the department and adheres to the core values as described in the most current agency strategic plan.
35. Performs other duties as assigned consistent with job classification.

### **Job Qualifications:**

Minimum Training and Experience Required to Perform Essential Job Functions

### **A Public Health Nurse, in addition to being licensed as a registered nurse, shall have one of the following:**

1. Current bachelor's degree from a nursing program approved by the board of nursing or accredited by the national professional nursing education accrediting organization. The program shall include preparation in public health nursing or community health nursing.

2. A master's degree from a nursing program accredited by the national professional nursing education accrediting organization. The program shall include preparation in public health nursing or community health nursing.
3. A public health nurse certificate issued by the department prior to December 1, 1984.

Two years of public health experience is preferred. Possession of a valid driver's license, as well as a licensed and insured automobile is required; or other means of reliable transportation immediately available to candidate. Possession of basic everyday living skills, the ability to understand and follow oral and written directions (must act based on written and/or verbal directions and make independent judgments based on data collection within department protocols). The ability to read, write, add and subtract (data collection, statistical evaluation, writing instructions and/or reports, charting, writing referrals). Ability to perform all aspects of nursing practice and concepts of Public Health Nursing. Certification for Cardio-pulmonary Resuscitation (CPR) preferred. Demonstrated ability to maintain confidentiality. Must provide current immunization record. Tuberculin skin test is required upon employment.

Common business office machines used: computer, copy machine. Medical equipment used: first aid equipment, general (needles, bandages, etc.), stethoscope, hemacue, glucometer, audiometer, otoscope, sphygmomanometer, ophthalmoscope. Personal protective equipment used: CPR mask, respirator, eye protection, gloves, sharps containers.