



POSITION DESCRIPTION

DEPARTMENT: PUBLIC HEALTH

POSITION TITLE: Public Health Nurse (WIC/MCH)

EMPLOYMENT CATEGORY: Partial Grant Funded

STATUS: Non-Exempt

REPORTS TO: MCH Supervisor / Department Head / Nursing Supervisor

POSITION SUMMARY:

Barton County Health Department believes that all interactions must follow the Trauma Informed Systems of Care approach. All people, staff, and clients are to be treated with dignity and respect, regardless of their socio-economic status, race, religion, or gender affiliation. Any position hired to the BCHD will operate under these guidelines.

This full-time position requires a thorough knowledge in maternal child nursing and this position works with the public in the clinic as well as making home visits. This person provides many services including immunizations; blood pressure, hemoglobin, blood sugar; medical consultations for medical referrals; and other duties as arise. This position may also be called on to apply basic Public Health principles as circumstances are identified that may put people at risk. This position has no supervisory responsibility and exercises judgment with some supervision.

FUNDAMENTAL JOB DUTIES:

ESSENTIAL FUNCTIONS:

Performs the following duties:

- Evaluates immunization schedules.
- Evaluates clients for past adverse reactions to vaccines. Counsels clients/parents/guardians on side effects, complications and educates regarding the importance of vaccines.
- Administers vaccines to children and to adults per recommendations of the Center for Disease Control and of the Kansas Department of Health and Environment.
- Enters data into State Data Base
- Makes referrals to physicians, as necessary, for clients with problems beyond the realm of public health nursing.
- Educates clients on risk, precautions, safe behaviors, treatment, responses to drugs or vaccines appropriate to the individual client's needs.
- Educates clients in group teaching settings; therefore, will be asked to teach group classes.
- Obtains lab specimens for testing blood glucose, Hgb lead poisoning, syphilis, HIV and others as they arise.
- Screens and monitors blood pressure and educates on behavior modification as it relates to a healthy lifestyle.
- Provides testing for pregnancy and counseling for options concerning a healthy pregnancy. Makes referrals to appropriate programs.
- Charts and completes legal/medical records and updates records on each visit to a high standard
- Provides manpower for community health fairs/events.
- Performs WIC Certifications

- Tailors WIC Food Packages as needed.
- Provides information on breastfeeding and supports this concept as a method of choice.
- Provides social service evaluation and assessment, i.e., completing the social assessment form; evaluating the client's need for housing, food, transportation, clothing, emotional support, mental health services, education, and payment for medical care; assisting the client in obtaining the above listed items and referrals as needed.
- Provides health education to individuals or to groups as needed to support the goals of public health, including radio shows.
- Evaluates the results of screening tests. Provides results to clients along with counseling and education. Makes referrals to medical care providers as indicated. Provides lifestyle education.
- Follows procedures for administering/dispensing pharmaceuticals.
- Maintains prescriptions log per Kansas Board of Pharmacy regulations.
- Maintains infection control procedures for self and for community as needed.
- Locks up cabinets containing needles, syringes, and pharmaceuticals at the end of the working day.
- Attends workshop/webinars/updates as available and requested.
- Tracks clients with problems to ensure medical evaluation and intervention.
- Monitors adequacy of supplies. Completes appropriate requests for ordering supplies when needed.
- Investigates reportable diseases. Completes public health's responsibilities.
- Researches, writes, and updates protocols and procedures for clinic services.
- Participates in outreaches in the community to provide public health services.
- Other related duties as assigned.

EDUCATION:

Associates Degree in nursing with a current nursing license to practice in the State of Kansas required. There will be a complete understanding of the Kansas Nurse Practice Act as well as a working knowledge of the Nursing Scope and Standards of Practice document.

EXPERIENCE / SKILLS:

Nursing experience preferred. Requires attendance of annual program updates as indicated. Must be able to learn new skills as needed and have a willingness to the Team Approach.

PHYSICAL REQUIREMENTS / ABILITIES:

This applicant must perform nursing techniques using proper procedure and must be able to calculate quantity of drugs to be given based on the appropriate formulas. This person must be able to analyze each situation quickly and to respond appropriately. The ability to work with all education levels is critical to teach appropriately. This position requires the ability to move an average weight adult and to hold a child up to 30 pounds. This position requires frequent stooping, sitting, bending and standing. This work is often provided under conditions including resistive clients, high noise levels and demanding people in stressful situations. This position will also require the ability to multi-task and switch tasks quickly and effortlessly. This position requires good sight, good hearing, the ability to concentrate under adverse conditions and easy mobility. Applicant must have a current Kansas Driver's License. Cardiopulmonary resuscitation (CPR) certification required.

WORKING CONDITIONS / ENVIRONMENT:

High noise level, frequent close visual and mental attention required. Possible exposure to Bloodborne pathogens and communicable diseases. Must be able to concentrate under stress. This position has a requirement of several evening clinics per month. This work occurs primarily in the

clinic setting but may work outreach opportunities and home visits when needed. Evening, weekends, and holidays may be required in exceptional circumstances.

This person may risk injury on occasion due to clients being frightened or resistive and meets the public 90% of the time.

Work is performed in the office environment, public setting, and home visiting setting with all types of people, some in crisis.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____