



Cow Creek Government Office

Position Description

Position Title: Public Health Nurse

Department: CCH & WC

Reports To: Public Health Improvement Manager

FLSA Designation: Non Exempt

POSITION PURPOSE:

The Public Health Nurse is needed to provide various professional nursing services that maybe established by the Cow Creek Health and Wellness Centers - Public Health Department, including health services at mobile events; health assessments and health education to community members in various settings; specialized clinical liaison between health clinics and CCHWC PH; and attend public meetings when needed.

All employees must maintain a commitment to the CCHWC PH's mission, vision and strategic goals. The following summary is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

ESSENTIAL JOB FUNCTIONS:

- Performing physical and developmental examinations and assessments.
- Generating reports.
- Evaluating health history and status of client.
- Determining appropriate treatments and immunizations.
- Administering treatments and immunizations.
- Liaoning between Public Health and health clinic or clients.
- Documenting.
- Performing collecting specimens.
- Monitoring tests and evaluating results.
- Providing instructions.
- Providing monitoring, including regular follow-up.
- Driving to off-site locations to perform job duties as needed.
- Completes required training in support of duties and responsibilities of this position.
- Help with surveillance activities and prevention research data collection.

QUALIFICATIONS/REQUIREMENTS:

- Valid Registered Nurse License required
- BSN or ADN or Diploma in Nursing
- Certified in CPR

SKILLS AND ABILITIES:

- Skill in performing physical examinations
- Skill in using appropriate medical tools and equipment
- Skill in obtaining and recording information accurately
- Knowledge of nursing practice legal issues
- Knowledge of laboratory methods and investigative techniques
- Knowledge of PPE practices and Donning/Doffing correctly
- Ability and willingness to use a computer and learn new systems
- Ability and willingness to maintain confidentiality
- Ability and willingness to communicate with persons of diverse backgrounds both orally and in writing using tact and diplomacy
- Ability and willingness to develop and maintain effective working relationships
- Ability and willingness to follow safe working practices and procedures
- Ability and willingness to follow established policies, procedures, guidelines and orders
- Ability and willingness to assume responsibility for work

