

WE'RE HIRING: PUBLIC HEALTH NURSES

Mercer County Health Department | Aledo, Illinois

Nursing Beyond the Bedside

FULL-TIME

36 hours/week

PART-TIME

Approximately 18 hours/week

Looking for a nursing job with more balance, more variety, and the chance to make a difference close to home? Mercer County Health Department is seeking one full-time and one part-time Public Health Nurse to join our team.

Public health nursing offers a change of pace from traditional bedside care. Our nurses work with individuals, families, schools, healthcare providers, and community partners to provide direct services, education, referrals, prevention, and support throughout Mercer County.

WHY YOU MAY LOVE PUBLIC HEALTH NURSING

- A 36-hour full-time workweek - full-time benefits with a shorter workweek
- Paid time off for both full-time and part-time employees
- Health, dental, and vision insurance for full-time employees
- Paid holidays for full-time employees
- Variety in your work - clinic, community, education, prevention, and collaboration
- The opportunity to build relationships and make a meaningful difference in your own community
- A supportive, team-oriented public health environment

WHO WE'RE LOOKING FOR

LPN, RN, BSN, and APRN candidates are encouraged to apply. We welcome a variety of nursing backgrounds and experience levels. We are especially interested in candidates who enjoy working with people, value prevention and education, and want to be part of a team serving the community.

Starting wage: \$22/hour

Compensation above the starting rate may be considered based on licensure, education, experience, and qualifications.

HOW TO APPLY

Complete the Application for Employment and submit it along with your resume. **Applications and resumes will be accepted through September 7, 2026.**

Come do nursing differently - and help improve the health of Mercer County.

Mercer County Health Department is an Equal Opportunity Employer.

Public Health Nurse Job Description

Summary

Performs public health nursing duties and demonstrates an ability to execute independent judgments relating to multi-dimensional family or community problems.

Reporting Structure

Reports to the Administrator

Key Responsibilities

- Works closely with other health department personnel, MercyOne Genesis Medical Center, MercyOne Genesis Health Group, area long-term care facilities, clients and families, physicians, health care providers, mental and behavioral health providers, dentists, social service agencies, DHS and IDPH staff, school personnel, and the general public
- Uses learned public health nursing practices, theories, and principles to provide direct services to the community, individuals, families, special groups, schools, etc. in the clinic, community, and/or home environment as outlined and required under DHS/IDPH grant programs and/or rules.
- Demonstrates ability to perform in-depth public health nursing procedures of clients through evaluation of their physical, emotional, psycho-social, and spiritual needs in relationship to their family constellation and environment.
- Confers with parents, physicians, dentists, schools, and other groups to gather and receive pertinent information related to assignments. Demonstrates knowledge of appropriate referral systems and acts as a facilitator for completion.
- Completes the required documentation of client care records and documents for the agency's billing process and for accountability under awarded MCHD grants.
- Provides professional nursing care according to physician's orders in conformance with recognized nursing techniques and procedures, established standards, and administrative policies of Mercer County Health Department.
- Participates in educational activities by attending conferences and meetings, giving prepared talks, using appropriate teaching tools, and providing individual client/family education and counseling.
- Collects and analyzes data as required and prepares the necessary reports for MCHD and DHS/IDPH grants and/or rules.
- Assesses the needs of the Mercer County community and utilizes available resources to meet those needs through the preparation of grant applications or other mechanisms.
- Maintains client confidentiality.
- Attends staff meetings.
- Complies with the OSHA Bloodborne Pathogen Standards.

- Maintains an atmosphere of cooperation and performs any function that is deemed necessary for the well-being of the client and/or the institution.

Qualifications

Education & Experience

- Requires certification of graduation from a school of nursing approved by the Department of Registration and Education; and
- Requires current license to practice in Illinois.
- Recommended:
A bachelor's degree in nursing from a college program that includes a practicum experience in public health nursing; or
Three (3) years of full-time nursing experience, two (2) of which must have been in a generalized family-centered nursing program in a community health agency

Knowledge & Abilities

- Ability to provide comprehensive public health nursing services in a variety of settings.
- Ability to keep accurate records and charts, reports on observations, and documents appropriately.
- Ability to follow oral and written directions in exact detail and prepare clearly, defined plans of action.
- Ability to apply general nursing techniques and practices.
- Ability to establish and maintain satisfactory working relationships with the family constellation, professional associates including physicians, and the general public.
- Knowledge of professional nursing theory and practice.

Physical requirements

- M-medium work. Exerting 20 to 50 pounds of force occasionally and/or up to 10 to 25 pounds of force frequently, and /or greater than negligible up to 10 pounds of force constantly to move objects. Must be able to lift 40 pounds without difficulty. Physical demand requirements are in excess of those for light work.

Transportation

- Must have own transportation and proof of car insurance.
- Must have a valid driver's license with no restrictions except for corrective lenses.

PHI Access: High

Mercer County Health Department

305 NW 7th Street Aledo, IL 61231

Employment Application *version 2020*

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you legally authorized to work in the U.S.? YES NO
☐ ☐

Have you ever worked for the Health Department? YES NO If yes, when? _____
☐ ☐

Have you ever worked for Mercer County? YES NO If yes, when? _____
☐ ☐

Education

High School: _____ Address: _____

Did you graduate? YES NO
☐ ☐

College: _____ Address: _____

Did you graduate? YES NO
☐ ☐

Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO
☐ ☐

Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Military Service

Branch: _____

Rank at Discharge: _____

If you received a dishonorable
discharge, please explain
circumstances: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____