

JOB DESCRIPTION
MERCER COUNTY HEALTH DEPARTMENT

PUBLIC HEALTH NURSE

I. JOB SUMMARY

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

II. JOB RELATIONSHIPS

A. Responsible to: Administrator

B. Interrelationships: The PHN works closely with the other health department personnel, Mercer County Hospital (MCH) lab, clients and families, physicians, health care providers, social service agencies, DHS and IDPH staff, school personnel, and general public.

III. RESPONSIBILITIES

A. Uses learned public health nursing practices, theories, and principles to provide direct services to the community, individuals, families, special groups, schools, etc. in clinic, community, and/or home environment as outlined and required under DHS/IDPH grant programs and/or rules.

B. 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.

C. Confers with parents, physicians, dentists, schools, and other groups to gather and receive pertinent information related to assignments. Demonstrates knowledge in appropriate referral systems and acts as a facilitator for completion.

D. Completes the required documentation of client care records and documents for the agency's billing process and for accountability under awarded MCHD grants.

E. 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.

F. Participates in educational activities by attending conferences and meetings, giving prepared talks, using appropriate teaching tools, and providing individual client/family education and counselling.

G. Collects and analyzes data as required and prepares the necessary reports for MCHD and DHS/IDPH grants and/or rules.

H. Assesses the needs of Mercer County community and utilizes available resources to meet those needs through preparation of grant applications or other mechanisms.

- I. Maintains client confidentiality.
- J. Attends staff meetings.
- K. Complies with the Mercer County Hospital's Exposure Control Plan for enforcing OSHA Bloodborne Pathogen Standards.
- L. Maintains an atmosphere of cooperation and performs any function that is deemed necessary for the well being of the client and/or the institution.

IV. QUALIFICATIONS

- A. Education and Experience:
 - 1. Requires certification of graduation from a school of nursing approved by the Department of Registration and Education; and
 - 2. Requires current license to practice as Registered Nurse in Illinois.
 - 3. Recommended: a bachelor's degree in nursing from a college program which 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;
- B. Knowledges & Abilities
 - 1. Ability to provide comprehensive public health nursing services in a variety of settings.
 - 2. Ability to keep accurate records and charts, reports on observations and documents appropriately.
 - 3. Ability to follow oral and written directions in exact detail and prepares clearly, defined plans of action.
 - 4. Ability to apply general nursing techniques and practices.
 - 5. Ability to establish and maintain satisfactory working relationships with the family constellation, professional associates including physicians, and the general public.
 - 6. Knowledge of professional nursing theory and practice.
- C. Demands
 - 1. Physical requirements
 - a. 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.
 - 2. Transportation
 - a. Must have own transportation and proof of car insurance.
 - b. Must have valid driver's license with no restrictions except for corrective lenses.