

# Public Health Nurse



The **Grant County Health Department** is recruiting for a Public Health Nurse. This position works in a field of specialization within both professional nursing and public health practice. The Public Health Nurse is responsible for the provision of nursing service on a family centered basis for individuals and groups at home, at work, at school, and in public health clinics. It requires considerable professional responsibility and initiative, and some knowledge of supervision in providing instruction to others.

**Minimum Qualifications:** Bachelor's degree in nursing (BSN) or higher; one year recent nursing experience; one year public health nursing experience under qualified supervision desirable; one year experience with electronic medical records (EMRs) preferred; licensed as a professional registered nurse in Wisconsin; able to meet the requirements as specified in Wisconsin Administrative Rule DHS 139.08; have a car for use during working hours; have a current Wisconsin driver's license; able to pass a pre-employment health screening; able to pass a Care Giver Background Check; must not be listed as excluded on the federal government excluded parties listing.

**How to Apply:** A [Grant County application for employment](#) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required.** Applications will be accepted at the below address until the position is filled.

**Grant County Personnel**  
111 S. Jefferson St.  
PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Public Health Nurse II

**DEPARTMENT/ AGENCY:** Health Department

**IMMEDIATE SUPERVISOR:** Director / Health Officer and/or Assistant Director

**PAY RANGE:** Schedule 1; Grade F

**FLSA:** Exempt - Professional

### **NATURE OF WORK**

This position works in a field of specialization within both professional nursing and public health practice. The position utilizes the philosophy, content, and methods of public health and the knowledge and skills of professional nursing. This position is responsible for the provision of nursing service on a family centered basis for individuals and groups at home, at work, at school, and in public health clinics. The position interweaves services with those of other public and allied workers, and participates in the planning and implementation of community health programs. The Position provides public health nursing services according to agency programs and policies. It requires considerable professional responsibility and initiative, and some knowledge of supervision in providing instruction to others.

### **MINIMUM QUALIFICATIONS**

#### Education:

- Bachelor's degree in nursing (BSN) or higher

#### Experience:

1. One year recent nursing experience
2. One year public health nursing experience under qualified supervision desirable
3. One year experience with electronic medical records (EMRs) preferred

#### Note:

1. Must be licensed as a professional registered nurse in Wisconsin
2. Must be able to meet the requirements as specified in Wisconsin Administrative Rule DHS 139.08
3. Must have a car for use during working hours
4. Must have a current Wisconsin driver's license
5. Must be able to pass a pre-employment health screening
6. Must be able to pass a Care Giver Background Check
7. Must not be listed as excluded on the federal government excluded parties listing

#### Knowledge, Skills and Abilities:

1. Must have solid nursing assessment skills
2. Must have the ability to perform complex nursing tasks
3. Must have good written and verbal communication skills
4. Must have good teaching skills
5. Ability to cope with family emotional stress
6. Ability to be tolerant of individual lifestyles
7. Ability to assess and respond to the secondary needs of patients and families in the home setting

### **ESSENTIAL FUNCTIONS**

1. Assist in promotion and maintenance of health of individuals, families, and the community through teaching, counseling, preventive, and rehabilitative measures carried out in homes, school, and industry
2. Teach and demonstrate nursing care to patients and their families

3. Plan, direct, and evaluate nursing care to meet immediate and long range needs of patients and their families in their home
4. Plan for the care of patients with other team members
5. Assist in planning and directing community public health programs in cooperation with the Director, Assistant Director, and the Board of Health
6. Carry-out duties in compliance with all Federal, State, and local regulations including applicable sections of Wisconsin Statutes Chapters 95, 441, 250-255 Administrative Rules DHS 131, DHS 133, DHS 139, DHS140, DHS145, DHS160 and Grant County Ordinance 26 and 49
7. Duties may include, but are not limited to any or all of those listed below or as assigned
8. Administrative Activities
  - a. Attend regular staff in-service training meetings
  - b. Attend and report back to staff those special interest regional meetings which are considered important to professional growth
  - c. Participate in conferences with town officials and health officer about health problems in their communities
  - d. Plan, implement, and evaluate the annual programs as assigned by Director or Assistant Director
  - e. Prepare and teach classes to promote health
9. School Activities
  - a. Assist teachers, principals, and administrators in planning school health programs
  - b. Visit schools each week for the purpose of checking vision, hearing, and other issues with acute and chronic diseases
  - c. Educate children and school staff regarding all diseases that may affect children in the school
  - d. Assist parents of children with possible problems in obtaining follow-up
  - e. Refer all children with apparent problems to physician
  - f. Assist with financial aid through resources available
  - g. Follow-up visits are made as necessary on all children who are referred to help the school and families follow physician or other health care provider's orders
  - h. Plan conferences with parents, teachers, and nurses for better understanding of children with problems
  - i. Instruct and observe school personnel in administering the fluoride mouth rinse program
  - j. Assist with the fluoride varnish program
  - k. Review health records and offer assistance in enforcement of the Wisconsin School Immunization Law
  - l. Instruct school personnel in administration of medication and in the performance of delegated tasks as prescribed by health care providers
  - m. Demonstrate to teachers and volunteers how to use Tympanometer, audiometer, Snellen charts, first aid supplies, and safety measures
  - n. Provide health education materials on health subjects as requested by teachers
  - o. Conduct in-service with teachers in regard to school health programs as requested
  - p. Provide educational materials, health forms, and participate in pre-school registration programs
  - q. Schedule and conduct immunization clinics for faculty and staff
  - r. Provide TB skin testing upon request
10. Clinic Activities
  - a. Immunization clinics - schedule distributed to community persons, organizations, and institutions
  - b. Handle vaccines and syringes in safe and prudent manner
  - c. Discuss recommended and required vaccines with parents after reviewing records
  - d. Provide information sheets and permit cards at immunization centers and assist parents in filling out the proper forms
  - e. Provide parent with record forms for their home record of immunizations
  - f. Give immunizations at immunization centers

- g. Assist with Women, Infant, Children (WIC) and Health Check Programs

#### 11. Communicable Disease Control

- a. Tuberculosis
  - 1) Help newly diagnosed active TB patients and their families understand the condition, current care (if any) and how to obtain medication through state program if they choose to utilize that service
  - 2) Follow State guidelines with regard to TB case management and follow-up family and close contacts in accordance with state laws.
- b. Latent TB Infection - For clients who have a positive TB skin test, but active TB disease has been ruled out
  - 1) Assist client to obtain services needed for diagnosis
  - 2) Explain to client/family the meaning of LTBI and treatment recommendation
  - 3) Follow-up with clients on a monthly basis
  - 4) Work with physician or health care provider to ensure that the client follows through with any recommended lab testing
- c. Whenever an active case of TB is found, arrangements are made with physician to offer without charge skin tests to all who are considered close contacts
- d. Sexually Transmitted Diseases - When nurse receives referral of a STD patient or a named contact, she works with local physician to secure information on all contacts and obtain diagnosis and treatment of those contacts
- e. Provide follow-up on all communicable diseases as outlined in current policies, adopted protocols established by the State or CDC, through reference of "Control of Communicable Disease" (book), and/or the Red Book which ever is applicable

#### 12. Public Health Home Visits

- a. Assist pregnant women to get pre-natal care as needed
- b. Assist parents and families to a better understanding of the care, growth, and development of infants and children
- c. Encourage medical and dental supervision of the well infant, pre-school, and school-age child
- d. Offer referrals to smoking cessation services such as First Breath and Freedom From Smoking
- e. Encourage all family members to be protected against vaccine preventable illnesses according to the most recent guidelines established in Immunization Protocols found in the Public Health Policies and Procedures
- f. Help families plan for care and treatment of children with special needs as recommended by physician
- g. Recommend further medical care for vision, hearing, dental, skin rashes, communicable diseases, etc. as needed
- h. Teach and demonstrate to parents methods of care for disabled children in homes and facilities identifying resources available for diagnosis and treatment
- i. Demonstrate nursing procedures to family members of patients with chronic illnesses
- j. Plan with families, with physician's orders for rehabilitation of adult patient
- k. Inform families of facilities and equipment available for their needs
- l. Make appropriate referrals as requested
- m. Keep records on all family visits according to guidelines
- n. Carry-out duties in compliance with all Federal, State, and local regulations including but are not limited to applicable sections of Wisconsin Statutes Chapters 441, 250-255 Administrative Rules DHS 131, DHS133, DHS 139, DHS140, DHS145, DHS160 and Grant County Ordinance 26 and 49

#### 13. Jail Health

- Provide jail health services as needed or requested

14. DHS 133 Home Nursing & DHS 131 Hospice (On-call and Assistance)

- a. In accordance with physician's written orders as well as applicable regulations, rules, policies, and procedures, provide treatments and preventative procedures, pain control, symptomatic observation of patients in accordance with the care plan, and implement rehabilitative procedures as appropriate for the patients care and safety
- b. Observe signs and symptoms and report to the physician reactions to treatments including drugs and changes in the patient's physical or emotional condition
- c. Coordinate services with other members of the care team and other agencies including initiating preventive and rehabilitative procedures when appropriate
- d. Teach, supervise, and counsels with patient, family, and other members of the health team regarding the nursing care needs and other related problems of the patient at home
- e. Keep records and make reports as directed by the policies of the agency
- f. Attend such educational and training programs as required
- g. Cover on-call responsibilities as assigned

**SUPERVISION RECEIVED**

The Public Health Nurse works under the Director and/or Assistant Director of the Grant County Health Department.

**SUPERVISION EXERCISED**

Supervises Certified Nursing Assistants

**ENVIRONMENTAL FACTORS**

This position works in clinics, offices, and in clients homes as well as provides services at the County Jail. There are frequent exposures to sharps, biological hazards, communicable diseases, and occasional exposures to unsanitary conditions, Human Health Hazards and public health nuisances.

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 05/12/2015