



Delaware County Job Description

Job Title	Public Health Nurse	EEO Classification	Technicians
Department	Health Department	EEO4 Function	Health
Supervisor	Division Director Administrator Health Officer	Job Grade	
Work Schedule	Standard between 8:30 am – 4:00 pm, M-F. 32.5 hrs per week for FT. <29 hrs/week part-time.	Status	Part-Time and/or Full-Time
FLSA Status		Position Type	Hired
Job Category	PAT (Prof, Admin, Tech)	Effective Date	

To perform this position successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Public Health Nurse for the Health Department, responsible for providing health care services, education, and case management pursuant to Indiana Code, and ensuring compliance with established policies, practices, protocols, and professional and public health standards.

DUTIES MAY INCLUDE:

Administration of vaccine and other duties related to the immunization program.

Management of communicable disease cases.

Manages the care of clients using established protocols, ensuring compliance with all applicable Delaware County Health Department policies and procedures, Indiana State Department of Health (ISDH) standards, HIPAA regulations, and all other Federal, State, and local laws relating to privacy, confidentiality, and service delivery.

Directs and supervises assigned staff, including communicating and administering personnel programs and procedures.

Performs administration and reads results of tuberculosis (TB) tests. Dispenses tuberculosis medications, assesses patients for adverse events/side effects, and provides health/safety instruction to tuberculosis patients. Performs home visits to ensure patients take medication.

Administers and educates clients regarding HIV and sexually transmitted diseases, including drawing blood and evaluating and administering test results.

Orders and maintains inventory of TB testing solution and TB medications from drug companies and Indiana State Department of Health (ISDH). Administers immunizations, routine childhood vaccines, and international travel vaccines and counsels patients prior to vaccination regarding contraindications, side effects, and possible adverse events.

Administers and educates clients regarding glucose and cholesterol screenings, including drawing blood and evaluating results.

Prepares and delivers public health education programs in various venues, such as health fairs, community groups, and public speaking engagements. Provides health education regarding STDs, HIV, head lice, blood pressure, and other diseases.

Conducts TB certification courses to health care providers. Monitors and teaches students administering immunizations.

Attends various meetings, including TB, ISDH, and American Lung Association, in order to maintain current knowledge of position. Attends NIMS, FEMA, and pandemic trainings in the event of a biological/environmental disaster.

Assists in County health emergencies as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Licensed Practical Nurse at minimum for consideration. RN preferred.

Must be at least 21 years of age.

Certification and/or training in CPR, TB, HIV/STD, smallpox outbreak, pandemic disasters, FEMA, immunization, and lice.

Ability to meet all hiring requirements, including passage of a drug test and medical exam.

Knowledge of public health laws and accepted principles and practices of public health nursing, with ability to effectively examine and screen individuals, assess needs, and provide information, treatment, assistance, and referrals as appropriate.

Knowledge of health and social services available to County residents, with ability to implement public health programs and facilitate referrals as appropriate.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents and written reports as required.

Knowledge of standard filing systems and ability to create and maintain accurate and complete files/records.

Ability to direct and supervise assigned staff, including communicating and administering personnel programs and procedures.

Ability to operate standard office equipment, such as computer, calculator, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

Ability to effectively communicate orally and in writing with co-workers, other County departments and agencies, ISDH, adult day care, hospitals, nursing homes, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things, and compile, analyze, evaluate, and diagnose data.

Ability to apply knowledge of people and locations and plan and present public speaking presentations and special events.

Ability to read/interpret detailed reports and specifications and count and make arithmetic calculations.

Ability to serve on-call on rotation basis.

Ability to occasionally work extended, and/or weekend hours and travel out of town for meetings, sometimes overnight.

Possession of valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work is broad in range and often requires careful consideration of complex circumstances and variables. Incumbent performs duties according to applicable guidelines and established policies and procedures, exercising judgment to effectively examine and evaluate individuals and provide information, counseling, treatment, assistance and/or referrals.

III. RESPONSIBILITY:

Incumbent assures proper implementation of public health programs, including examining, educating, testing, and treating individuals. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Frequently, decisions are made which are restricted only by organization-wide policies.

Work is reviewed primarily for adherence to instructions and/or guidelines.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments and agencies, ISDH, adult day care, hospitals, nursing homes, and the public, for the purposes of exchanging information, teaching or presenting subject matter, and mentoring others.

Incumbent reports directly to the Nursing Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent typically performs duties in a standard office environment, involving sitting and walking at will, standing/walking for long periods, lifting under 25 pounds, carrying objects, reaching, pushing/pulling objects, and hearing sounds/communication. Safety precautions must be followed to ensure the safety of self and others, including wearing protective clothing, gloves, and masks. Incumbent is exposed to violent/irate individuals and may respond to situations involving potential physical harm to self and others.

Incumbent serves on-call on rotation basis. Incumbent occasionally works extended, and/or weekend hours and travels out of town for meetings, sometimes overnight.

VI. COMPENSATION

Full-time salary approx. \$ 56 k/yr 32.5 hour work weeks Mon-Fri. Paid holidays and vacation time provided.

Interested individuals should submit cover letter, resume, completed application*, and any references or other info for consideration to:

- 1) Delaware County Human Resources
Delaware County Building
100 W. Main St, Room 300
Muncie, IN 47305

- 2) By email to Jammie Bane, DCHD Administrator, at jbane@co.delaware.in.us

**Printable county application can be found at <https://www.co.delaware.in.us/>*