

**Position Description
County of Madison, Indiana**

Position: Public Health Nurse, Registered Nurse (RN), Licensed Practical Nurse (LPN) and Medical Assistant (MA)

Department: Madison County Health Department

Work Schedule: Evenings and Saturdays

Job Category: PAT-MED (Professional, Administrative, Technological with Medical Field)

Date Written: August 2020

Status: Contract

FLSA Status: Non-exempt

Pay: 21.00/hr.- 17.00/hr.

This is a contract position to run through June 30, 2021.

DUTIES:

Provides public health services and information to area physicians, professional colleagues, and the community.

Participates in daily office duties and departmental special purpose clinics, programs and projects such as health screenings and fairs, immunization clinics, outreaches, and other such programs, providing education, assessing the public health needs of clients, providing screenings, treatment, and/or administering immunizations and medications.

Administers and interprets screening test and obtains necessary specimens for laboratory analysis.

Explains test results, educates clients regarding the nature of certain diseases and treatment; dispenses medications as directed by attending physician and /or health officer.

Maintains client records, charts, and statistics, preparing and submitting reports to appropriate agencies, as required.

Conducts case findings as needed

Assists department in conducting community health surveys and epidemiological studies and investigations and participates in departmental public information and health promotion activities.

Assist in the delivery of school health services, as indicated.

Maintains inventory of supplies, equipment, and pharmaceuticals, and orders needed materials.

Assists other divisions and employees of the health department and provides services and performs tasks as indicated.

Understand nursing practice guidelines, provides consultation and serves as advisor to other staff.

JOB REQUIREMENTS:

Thorough knowledge of and ability to employ the full range of accepted practices and principles of a public health nursing professional.

Working knowledge of general public health laws and regulations, and specific understanding of the Health Department policies.

Ability to effectively communicate.

Ability to effectively educate both professional and nonprofessional individuals in public health practices and department programs.

Ability to provide series to individuals from various backgrounds in a wide variety of situations.

Ability to interpret and follow general instructions and perform effectively with minimal supervision.

License to practice nursing in the State of Indiana.

Certification and /or special training in specific areas such as tuberculosis testing or cardiopulmonary resuscitation or the ability to receive training and become certified.

DIFFICULTY OF WORK:

Individual performs a full range of duties aimed at the education, care, and promotion of health in individuals of all ages, education levels, and backgrounds, following generally accepted protocols a guideline. Independent judgement is exercised in determining the protocol and/or guideline most applicable to individuals and situations.

RESPONSIBILITY:

Individual applies the accepted principles and practices of a licensed nurse and public health provider, following standard physicians' orders and departmental policies, to individual situations and cases. Direct supervision is minimal, with work periodically reviewed for soundness of judgement and adherence to general policy.

PERSONAL WORK REPLATIONSHIPS:

Individuals maintains contact with department staff, clients and families, special interest groups, community members, and professional peers and students for the purpose of rendering health related services and promotion and explanation of department programs.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a variety of settings, including a standard office environment, outdoors and in a vehicle. During site inspections, duties may involve standing/walking for long periods, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing under 25 pounds, crouching/kneeling, bending, reaching, color perception, hearing communication, handling/grasping/fingering objects, and exposure to inclement weather, dust, dirt, and heavy machinery. Safety precautions must always be followed to avoid injury to self and others

Applicant/Employee Acknowledgement

The job description for the position of Environmental Supervisor of the Madison County Health Department describes the duties and responsibilities for employment in the position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date