



Ashtabula County Health Department Competency-Based Job Description

GENERAL INFORMATION:

Position Title	RN Public Health Nurse
Working Job Title (If Different)	Public Health Nurse
Division	Nursing
Date Job Description Created	01/19/2023
Revision Dates of Job Description	
Employment Status	Full-Time – mostly weekdays with some weekend days as needed

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Director of Nursing
Titles of any others this position reports to:	Nursing Supervisor

POSITION DESCRIPTION:

Working collaboratively with the nursing supervisor on the Tuberculosis program; providing vaccinations for adults and children; in-office and community clinics and health fairs that focus on health education, vaccine delivery and wellness; electronic patient data entry; assisting with work related to multiple nursing grants and programs

ESSENTIAL FUNCTIONS

- Provide immunizations and health screenings in the community
- Provide patient and community education, including conducting communicable diseases classes and health education classes
- Collaborate on emergency response planning and training
- Participate in documentation and evaluation
- Assist in developing, implementing, and evaluating health education programs to the community

OTHER DUTIES & RESPONSIBILITIES:

- Performs other duties as assigned by the Director of Nursing
- Participates in emergency preparedness exercises, activities, and trainings (including completion of ICS 100, 200, 700, and 800 within 6 months of hire)
- Reports for duty following the activation of the public health emergency response plan
- Maintains all necessary nurse licensing per Ohio Revised Code and in good standing

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Nursing

COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES:

- Facilitates communication among individuals, groups, and organizations
- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
- Is knowledgeable of and can inform the public about policies, programs, and resources that improve health in a community
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information to improve policies, programs, and services
- Applies strategies for continuous quality improvement
- Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
- Incorporates ethical standards of public health practice into all interactions with individuals, organizations, and communities
- Adheres to the organization's policies and procedures
- Contributes to assessments of community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services)
- Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field)
- Contributes to development of organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans)
- Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting *Healthy People* objectives, sustaining accreditation)
- Participates in professional development opportunities

PHYSICAL WORK ENVIRONMENT:

- Physical Activity: Standing, sitting, walking, pushing, pulling, lifting
- Physical Requirements: Sedentary work, light work
- Visual Activity: Close to the eyes, at or within arm's reach
- Other Job Activities: Lifting up to 25 pounds occasionally, and/or up to 15 pounds of force frequently, and/or very minimum amount of force constantly to move objects. Employee works both inside and outside. Employees move around and stand on foot for long periods of time to accomplish job requirements. Employee must be able to see close to their eyes for medical purposes and practical purposes, such as reading on a computer monitor. Employee will be in contact with patients and blood-borne pathogens.

APPROVALS:

This Job Description/Expectations was adopted by the Ashtabula County Board of Health on June 14th, 2017.

Health Commissioner: _____ Date: _____

My signature below signifies that I have reviewed the contents of my Job Description/Expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____

(Employee)