Overview of the Position

Represents public health department in working to protect and improve the health of Lake County residents through prevention, education, and the provision of direct home or office services in the areas of immunization, family planning, communicable disease investigation, sexually transmitted disease evaluation and treatment, HIV testing and counseling, pregnancy screening and prenatal education, Babies First! case management, CaCoon case management, and Maternity Case Management, Healthy Start and other public health services in Lake County.

Responsibilities/Duties

Lake County Public Health nurses are cross trained in all departments. The nurse may have one or two primary programs that he/she is responsible for. Core training in these programs will be provided, however the nurse must be willing to be trained and perform in all areas. Some of the duties may include but are not limited to the following.

01 Provide confidential, professional nursing services in clinics, homes, or other settings to clients for public health program areas. Practices universal precautions with handling of all body fluids. Provides meticulous documentation of all nursing care.

02 Administers immunizations according to physician standing orders and Oregon Health Authority (OHA) recommendations, provides education about efficacy and potential side-effects, provides tracking services for the client and community, and educates clients about appropriate scheduling of vaccines, assists with data collection and reports.

03 Provides family planning services according to Title X guidelines, physician standing orders, and OHA recommendations. Educates and counsels family planning clients, assists with examinations and laboratory specimens (i.e. blood pressure, height, weight, pap smear, breast exam, physical exam, STD screening, hematocrit/hemoglobin, dipstick urinalysis and pregnancy testing, health and medical history), provides birth control methods, provides ongoing monitoring of efficacy and client satisfaction.

04 Provides communicable disease investigation to control outbreaks and potential
outbreaks. Provides testing and treatment of exposed individuals, routes specimens to appropriate lab sites, consults with local, OHA, and Center for Disease Control health providers, completes investigation reports, and serves as an informational source to the community.

05 Provides on-site testing for individuals exposed or at-risk for sexually transmitted diseases. This may include blood, cervical, urethral, throat, and/or rectal specimen collection and routing to appropriate laboratory. Provide preventative education and counseling to individuals and groups. Make appropriate referrals and provide support and follow-up for positively diagnosed individuals. Investigate, report, and take appropriate action to control community outbreaks. Assist with data collection and reports.

06 Provide on-site blood testing for individuals at-risk or exposed to HIV and route specimens to appropriate laboratories. Provide preventative education and counseling to individuals and groups. Make appropriate referrals, and provide case management, support and follow-up for positively diagnosed individuals. Investigate, report, and take appropriate action to control community outbreaks. Assist with data collection and reports.

07 Provide on-site urine pregnancy testing and education including options counseling, prenatal education, referrals to medical, social, and nutritional resources as necessary. Assist with data collection and reports.

08 Provide physical, nutritional, developmental and health screening for children ages birth to 21 years. Identify deviations from normal and make appropriate referrals to physicians, nurse practitioners, dentists, developmental and social services.

09 Provide case management activities which assist the family to access and utilize available community resources. Provide home visits performing skilled nursing services including screening and assessment, developing a plan of care with the family, education, counseling, and advocacy. Complete data collection forms, reports and chart documentation.

10 Complies with all departmental policies, procedures, and standing orders, laboratory licensing requirements, county policies and procedures, and OHA program assurances, policies, procedures, and recommendations.

11 Travel to outreach sites and continuing education sites as necessary.

12 Assists with response and provision of care in local public health emergencies in collaboration with other local agencies.

13 Other duties as assigned.
Compensation

STATUS: Non-exempt
PAY TYPE: Hourly
CLASS/GROUP: Public Health Nurse

Work Schedule

The work schedule may vary, according to the needs of the program and budgetary issues. The normal work week at Lake County Public Health consists of a three day work schedule with three consecutive eight hour days with four days off. The four day work week is normally Monday through Thursday. A rest period of fifteen minutes paid time shall be permitted for each half shift. An unpaid one hour meal period shall be scheduled in the middle of the work shift, or as near thereto as possible. Exact schedules are assigned by management and may be less than the above stated normal work week.

Educational/Vocational Preparation

Graduation from an accredited professional school of nursing. Bachelor degree in nursing preferred. At least three years’ work experience in nursing preferred with work in public health preferred. Current license as registered nurse in Oregon required. Current CPR/first aid certification required. Current Oregon driver’s license required.

Physical Demands

ENDURANCE-MOVING ABOUT: Frequently (1/3-2/3 of the time)
  Move from location to location in the office and in the field (automobile to clinic or home, etc.) to check files and charts and provide treatment to clients.

ENDURANCE-OVERALL STRENGTH: Sedentary work
  Exerts force and/or lifts or carries files and papers, babies, and children weighing up to 100 pounds.

STANDING: Frequently (1/3-2/3 of the time)
  Remain on feet in an upright positioning exam rooms in order to serve the public.

WALKING: Frequently (1/3-2/3 of the time)
  Move about on foot to check documents in files and provide patient care.

SITTING: Frequently (1/3-2/3 of the time)
  Remain in a seated position in order to type, complete data entry, and attend meetings.

CONTROLS: Occasionally (up to 1/3 of the time)
  Use one or both arms and/or hands to move controls on the office machinery, laboratory equipment, and professional equipment such as a sphygmomanometer.

STAIRS/STEPS: Frequently (1/3-2/3 of the time)
  Ascend or descend stairs or steps in order to enter the building or reach storage area.

CLIMBING: Occasionally (up to 1/3 of the time)
  Ascend or descend ladders in order to reach files; climb stairs.

REACHING: Occasionally (up to 1/3 of the time)
  Extend the hands and arms over head to files.

HANDLING AND FEELING: Occasionally (up to 1/3 of the time)
  Pick, pinch, or otherwise work with fingers while searching through files, providing immunizations, palpating veins, and other patient care or driving automobile.
TALKING: Constantly (2/3 or more of the time)
Express or exchange ideas by means of the spoken work to impart oral information to clients or to the public and co-workers.

HEARING: Constantly (2/3 or more of the time)
Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)
Enteres numerical data into bookkeeping ledgers, reads and records statistical data, shifts gaze from viewing screen to compare with data on forms. Provides physical and visual assessment and use of vision in care of patients.

Specialized Demands

VIDEO DISPLAY TERMINALS: Frequently (2/3 of the time)
Read or obtain information from a video display terminal (computer monitor).

KEYBOARDS: Frequently (1/3-2/3 of the time)
Enter data on keyboards (typewriter, computer, ten key, facsimile, etc.)

OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGENS: Occasionally
Provide injections and collect and package body fluid specimens for laboratory evaluation.

DRIVING: Periodic (does not occur every shift)
A current, valid, and properly classed Oregon driver’s license is required; driving record must, for a period of three years immediately preceding employment or during employment with Lake County, be free of any violation for: 1) reckless driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more that one moving violation of any other type. Operate a motor vehicle, as in a car, in the course of one’s employment.

Environmental Conditions

LOCATION: Inside
Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes. Travel within the state may be required, exposing the employee to adverse weather conditions.

Learning Development Demands

REASONING: Intermediate
Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

MATHEMATICAL: Intermediate
Add, subtract, multiply, and divide multiple digit numbers. Perform the four basic arithmetic operations with coins as part of a dollar. Use practical application of fractions, percentages, ratio, and proportion. Deal with algebraic systems and statistical applications of real numbers.

READING: Intermediate
Read instructions, forms, correspondence, professional health literature, manuals, dictionaries, thesauruses, and other reference material.
WRITING:  Intermediate
Prepare business letters, summaries, reports, statements, using prescribed format and
conforming to rules of punctuation, grammar, diction, and style.

SPEAKING:  General
Communicate in person and by telephone.  Speak before groups with poise, voice control,
and confidence using correct English and well-modulated voice.

INTERPERSONAL:  This position requires the use of tact, discretion, and courtesy when
dealing with the public.  It also requires multi-disciplinary team work with public
health staff.

INFLUENCING:  Write, demonstrate, or speak to persuade and motivate people to change their
attitudes or opinions, or participate in a particular activity.

VARIATION:  Make frequent changes of tasks involving different aptitudes, technologies,
techniques, procedures, working conditions, physical demands, or degrees of attentiveness
without loss of efficiency or composure.

DECISIVE:  Make evaluations or reach conclusions based on subjective or objective criteria.

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another format please call 541-947-6045.

CONCURRENCE:  I concur with the job duties and listed elements as defined in the job
description.

Acknowledgement

This job description is intended to provide an overview of the requirements of the position. As
such, it is not necessarily all inclusive, and the job may require other essential and/or non-
essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the
sole right to add, modify, or exclude any essential or non-essential requirement at any time.