

**Job Title:** Public Health Nurse  
**Department:** Public Health  
**Reports to:** Public Health Nurse Coordinator  
**Effective Date:** January 2021

**Job Summary:**

Professional public health nursing position responsible for provision and promotion of DHSS programs and local public health services. Works with DHSS contractual issues and is responsible for assuring compliance with DHSS standards in designated public health programs and services. Work is performed independently within established policies, applicable federal and state laws and program guidelines. Nursing functions are carried out under medical direction. Other duties as assigned.

**Duties/Responsibilities:**

- Receives and processes public health service requests and works closely with other health care providers, support groups and families in referrals to and from Agency in accordance with established procedures.
- Provides services according to Agency policies & procedures.
- Works with the medical community, the **DHSS**, social service agencies, and officials as necessary to meet public health program goals.
- Performs nursing duties, as necessary, in homes, schools and clinics.
- Attends meetings and workshops. Maintains an awareness of new programs, regulations, and procedures.
- Recommends changes in the Agency's policies and prepares written procedures.
- Participates in Agency planning activities to determine program goals, service needs, and quality improvement issues.
- Assists, as needed, in personnel orientation, training and in-service education.
- Reviews health program records for conformance to all applicable laws, rules and regulations as well as Agency policies and procedures.
- Assist as needed to assure adequate assistance and coverage of overall Agency functions.
- Performs other related duties in the best interest of the Agency as required.
- Work s with Child Care Health Consultation (CCHC), MCH, Core PH contract.
- Attends School Nurse, and CQI meetings as directed
- Participates in annual review of Public Health Policies and Procedures and Immunization Standing Orders with Medical Director.
- Provides, or assists, with the following activities: Pregnancy testing, counseling, and issuance of temporary Medicaid cards; Pregnancy, Child Birth, and Child Care Education; CPR and First Aid Classes; Communicable Disease surveillance; Immunizations; Blood Pressure Clinics; Employer Immunization and/or Testing Agreements; School screenings; and School Health Consultation.
- Participates in other activities as necessary.

**Required Skills/Abilities:**

- Principles, practices and techniques of professional nursing and ability to apply these with initiative, good judgment, and resourcefulness in the Community Health setting.
- Interpersonal relationships in the implementation of programs and the ability to work effectively with patient and community population. Respond to questions using tact, discretion, initiative and independent judgment within established guidelines.
- Ability to work effectively with co-workers and supervisor(s), maintaining harmonious working relations, in normal office or clinical environment.

- Knowledge of federal and state laws and regulations, appropriate Department of Health program guidelines, with the ability to interpret and apply these to Agency programs and individual cases.
- Knowledge of available community health resources and ability to apply problem-solving techniques to population needs.
- Ability to coordinate unassisted in a variety of community settings, including county-wide residential homes, and must be able to lift and assist clients as needed to complete care.
- Computer proficiency essential. Ability to read, analyze and interpret a variety of instructions provide in written, oral diagram or schedule form.
- May occasionally be exposed to outdoor weather conditions.
- Perform work in a variety of settings with all age groups.
- CPR/AED Certification Courses.
- Public Health Emergency Preparedness certification.

**Education and Experience:**

Graduate of an accredited LPN or RN nursing program with current Missouri State licensure. At least two years related experience required.

**Physical Requirements:** *(add any additional education experience)*

Sitting for extended periods at a desk, and working on a computer.

Ability to communicate verbally and in writing with customers, vendors, management, and co-workers. Regular use of telephone and email for communication is essential.

Hearing, vision, and speaking within normal ranges.

Ability to perform keyboarding skills.

Ability to stand, greet customers, vendors, management, and co-workers

Good manual dexterity for use of common office equipment such as computers, calculator, copiers, and fax machines.

Able to lift or carry up to 40 pounds.

**Acknowledgement:**

I acknowledge that I have read and understand the responsibilities assigned to this position.

Employee Name

Employee Signature

Date

I acknowledge that this job description is an accurate description of the responsibilities assigned to this position.

Supervisor Name

Supervisor Signature

Date

*The above job description is intended to describe the general nature and level of work being performed by this job. It is not intended to be an exhaustive list of all responsibilities and activities of this position.*

