**TOOELE COUNTY**

 Job Description

**TITLE:**  Public Health Nurse II **JOB CODE:** 208

**DIVISION:** Family and School Health **EFF. DATE:** 3/2020 (Last revision 12/02)

**DEPARTMENT:** Health **GRADE:** 26

**EEO CLASS:** Professional **FLSA:** Exempt/Professional

**WORKERS COMP.:** County **CDL:** Not Required

**GENERAL PURPOSE**

Provides specialized public health nursing services to improve community health in Tooele County. The Registered Nurse performs services that prioritize the public health areas of prevention, early detection, and areas that address population health including social determinants of health. This position requires specialized knowledge, judgment in their current clinical scope of practice in nursing based upon the principles of biological, physical, social sciences and psychology.

**SUPERVISION RECEIVED**

Works under the general supervision of the Family and School Health Supervisor.

**SUPERVISION EXERCISED**

Provides direction to team members on assigned specialized projects and programs.

**EXAMPLE OF DUTIES**

Serves as lead worker over specific program areas.

Assists in and manages the operation of all assigned public health programs including programs dealing with immunizations, clinical preventive services, maternal and child health, adolescent health, abstinence and family planning, and community health~~.~~

Assists in and manages the operation of a variety of clinics in Tooele County including immunization clinics, cancer screening clinics, child health clinics, and other specialized clinics as assigned.

Identifies and plans programs for pre-school and school age children including children with special needs; assists with nutritional programs; investigates and provides appropriate services in cases of communicable diseases; initiates and assists in school nursing programs; participates in hypertension screening and follows up on referrals received from other health professionals.

Establishes and maintains electronic medical/health records and other related records and reports.

Contacts clients as needed to obtain information, educate and counsel.

Performs skilled nursing procedures as necessary in a safe, competent, and efficient manner.

Supervises others in the performance of skilled nursing procedures such as providing immunizations and medications at Points of Dispensing (PODs).

Attends professional meetings, workshops and conferences.

Be available for recall 24/7 for community emergencies.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from college with a Bachelor's degree in nursing.

 OR

B. Associate Degree Registered Nurse with two (2) years of nursing experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of modern nursing practices and procedures; working knowledge of psychology and sociology.

Ability to establish and maintain effective working relationships with other employees; other agencies, and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

3. Special Requirements:

Must maintain a Registered Nurse License in good standing in the State of Utah and current Healthcare Provider CPR certification.

Must be able to lift 20 pounds and climb stairs. While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop or kneel. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Must be able to use telephone, computer, fax machine, audio-visual equipment and display materials.

**OTHER QUALIFICATIONS:**

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

1. thoroughness, planning and organization, neatness and accuracy;
2. learning and knowing all phases of the job; recognizing and solving routine problems;
3. knowing the office policies, systems and services;
4. compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
5. being able to perform new duties, adjust to new situations, and control of self under pressure;
6. being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
7. making decisions; studying and considering all facts; using common sense;
8. cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
9. being friendly, helpful and showing self-control;
10. being punctual in attendance; and
11. being professional in dress and manner; showing good housekeeping of the general work area.

**Approved:**

**Dated this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_, 2020.**

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**Department Director Human Resource Director Commissioner**

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| **New Employee Certification of Receipt of Position Description** I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Health Department. |
| Employee’s Signature | Date       |