

## **POSITION DESCRIPTION**

### **COUNTY OF FRANKLIN, INDIANA**

**POSITION:** Public Health Nurse

**DEPARTMENT:** Health

**WORK SCHEDULE:** 8:30a.m. – 4:00p.m., M-F, occasional weekend or evening, varies according to need

**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** November 1996

**STATUS:** Full-time

**DATE REVISED:** December 2024

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Franklin County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause undue hardship.

Incumbent serves as Public Health Nurse for the Health Department; responsible for the practice of promoting and protecting the health population of Franklin County using knowledge from nursing, social and public health sciences.

#### **Duties**

Public Health Nurse focuses on the wellness of the community. Public Health Nurse obtains knowledge about the entire population through research and combines it with clinical understanding of the health and illness to promote and protect the population of Franklin County.

Public Health Nurse focuses on the physical and mental well-being of people in the area. The focus of community health is the promotion of healthy behavior and environments, prevention of illness and injury, protection against disease and other emerging health threats, and eliminating health inequities.

*School Liaison-* Public Health Nurse may function as liaison with all schools, both public and private, within Franklin County. Duties include, but are not limited to, being a source of information for the school nurse or secretary, coordinating immunization clinics, and hearing screenings.

*Education-* Public Health Nurse will give and promote information on how to protect health and make health information easy to understand so people can take greater control over their well-being. PHN

may give presentations to schools, senior centers, health fairs, community events, etc. Promoting proper nutrition and effective safety practices, prevention of common disease, and how to care for self or family members are sample topics. Providing education and training on health information to the public to promote proper nutrition, effective safety practices, how to prevent and care for common diseases.

*Environmental Health-* Public Health Nurse will assist in programs and perform immunizations, vaccinations, testing, physical and mental screenings performed in the department and outpatient settings for the population of Franklin County. Provides nursing assessment, triage, and referrals for residents of Franklin County as needed to promote health and preventive measures to ensure a healthy community.

*Epidemiology-* Public Health Nurse will identify people or the population at risk, track the progress of diseases, identify areas of healthcare needs, and manage programs and evaluate their impact and document using the Indiana Department of Health and Center for Disease and Control guidelines. Reviews immunization records and prepares state reporting forms as required.

Documents electronic patient medical information to assist with obtaining pertinent data and reporting information for surveillance, immunization, vaccine usage and epidemiology. Compiles data, prepares and submits/distributes reports as required.

Investigates epidemiology reports and reports of communicable diseases and infections according to state and Center of Disease (CDC) guidelines, including interviewing patients, maintaining records, discussing with community organizations, and conducting follow-up interviews as needed.

Consults with health professionals and agencies as needed, such as Public Health Officer, physicians, Indiana Department of Health, hospitals, and clinics.

Maintains current knowledge of medical practices and public health issues by reading professional publications, attending meetings, and periodically attending training seminars as required.

Attends all quarterly Health Board Meetings, providing pertinent information, reports, and professional consultation as requested.

Performs related duties as assigned.

### **Job Requirements**

Current unrestricted licensing as Registered Nurse (RN) or Licensed Practical Nurse (LPN) in the State of Indiana and two years of related experience. Ability to obtain and maintain required certifications.

Active BLS Certification.

Knowledge and ability to make practical applications of public health programs, sciences, and accepted principles and The Scope and Standards of Practice of Public Health Nursing.

Knowledge of standard immunization practices, procedures, and potential complications with the ability to schedule and administer related medications.

Knowledge of standard policies and practices of Franklin County Health Department with ability to apply appropriate procedures accordingly.

Knowledge of health and social services in Franklin County residents with ability to implement public health programs and facilitate referrals as appropriate.

Ability to work alone with minimal supervision and with others in a team environment.

Ability to maintain confidentiality of department information and patient records according to state and federal HIPAA requirements.

Ability to comply with all employers and departmental policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to physically perform essential duties of the position, including sitting and/or standing for long periods of time, lifting up to 25 lbs., kneeling, bending, handling/fingering/grasping objects, reaching close and far vision, color, depth perception, hearing sounds, and periodically pushing/pulling, crouching, and kneeling.

Ability to respond swiftly, rationally, and decisively to emergency situations.

Ability to occasionally work extended hours, and occasionally travel out of town for training, sometimes overnight.

### **Difficulty of Work**

Incumbent's duties are broad in scope, involving many complex variables or considerations with interrelationships difficult to ascertain. Incumbent performs according to well-established standard practices of the profession and department policies and procedures, exercising independent judgment in developing and evaluating health programs, examining and treating individuals, providing information, treatment, and referrals.

### **Personal Work Relationship**

Incumbent maintains frequent contact with co-workers, state and local health agencies, medical personnel, school personnel and students, community service organizations, patients, and the public for a variety of purposes, including exchanging and explaining information, coordinating and providing health screening, treatment, and education.

Incumbent reports directly to the Health Department Administrator.

**Physical Effort and Work Environment**

Incumbent performs duties in a standard office environment, medical setting and in various clinic settings. Incumbent's duties involve driving, sitting and/or standing for extended periods of time, lifting/carrying less than 25 lbs., bending, handling/grasping objects, reaching, close and far vision, color and depth perception, hearing sounds, and periodically pushing/pulling, crouching, and kneeling.

Incumbent is exposed to normal hazards associated with public health nursing, such as communicable diseases and blood-borne pathogens, for which Universal Health Precautions must be followed at all times to ensure the safety of self and others.

Incumbent occasionally works extended hours and occasionally travels out of town for training, sometimes overnight.

**Applicant/Employee Acknowledgment**

The job description for the position of Public Health Nurse for the Health Department describes the duties and responsibilities for employment of this 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

\_\_\_\_\_  
Print or Type Name