



## Lake County Public Health Nurse

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	1	Non-Exempt

### NATURE OF WORK

The first level of the Public Health Series is responsible for performing professional public health and nursing functions in support of one or more specialized public health programs or functions. Responsibilities may include developing, implementing and maintaining health programs and initiatives; managing medical records and related systems; providing health education for students, families, and employees; conducting home visits to deliver and monitor health treatments; conducting health evaluations; and monitoring client progress.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Performs diagnosis and nursing assessments for individuals, families, or communities; determines health issues; provide case management; makes referrals to community resources; and performs interventions.	Daily 25%	C4
2.	Coordinates immunization clinic services, this includes: assessing immunization status of children and adults; identifying populations at risk; administering immunizations; monitoring and maintaining vaccine inventory needs; and making recommendations for program planning.	Daily 20%	C4
3.	Coordinates Women Infants and Children functions.	Daily 20%	C4
4.	Prepares and maintains a variety of records for services rendered and case histories; prepares outcome reports or statistical reports; disseminates to appropriate staff; ensures compliance with applicable protocols.	Daily 10%	B2
5.	Consults and collaborates with medical providers to educate, promote and protect public health through program planning, trainings, and orientations; participates in emergency preparedness planning for public health threats.	Daily 15%	C4
6.	Provides medical services to inmates, this includes: administering medications; reviewing medical conditions to determine need for special accommodations; and performing inmate screenings.	Daily 10%	C4
7.	Performs other duties of a similar nature or level.	As Required	N/B

### FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.



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### LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.

### DIRECTION RECEIVED

Work under general supervision, but is provided with clear objectives and standards to coordinate specific areas within assigned program. This level has increased individual responsibility to coordinate the processes.

### DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; and verify the work of others.

### TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Nursing or related field; 1 year related experience; or an equivalent combination of education and experience.

### LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Public Health Nurse Certification;
- Registered Nurse License.
- Valid driver's license

### KNOWLEDGE REQUIREMENTS

- Nursing principles and practices;
- Medical terminology;
- Medical treatment protocols and practices;
- Medicines;
- Illnesses and diseases;
- Customer service principles.

### SKILL REQUIREMENTS

- Providing health care services;
- Performing medical testing;
- Administering medical treatments;
- Referring clients to external sources;
- Preparing medical case files and histories;
- Assessing injuries and illnesses;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.



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**PHYSICAL REQUIREMENTS**

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to chemicals, blood, travel, and environmental threats.

**CLASSIFICATION HISTORY**

<b>DATE</b>	<b>COMMENT</b>
July, 2017	Draft prepared by GBS (GM)

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.