

TAMA COUNTY PUBLIC HEALTH & HOME CARE

POSITION DESCRIPTION

POSITION TITLE: Public Health Nurse/LPN
REPORTS TO: CEO/Executive Director

JOB SUMMARY

Coordinates Public Health Programs: Educate parents/families on health maintenance, Immunizations and Communicable Disease Control, and other public health programs as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Utilize the nursing process to provide skilled nursing and other services to individual patients and families in the home and office setting. Able to appraise individual and family health needs and hazards and refer to appropriate personnel within the agency, community, etc.

- Assists with the Immunization Program for the Agency (school audits, grant activities, education, clinics, inventory, emergency plan, testing)
- Assists with the Maternal/Child Health Program (Home Visits, Office Visits, Presumptive Insurance, Education, Reports, Paperwork)
- Assists with Tama County Nest Program (teach, buy supplies, evaluations, reports)
- Assists with Communicable Disease Program (TB control, policy, assessment)
- Assist with the Tama County SKIP program (meetings, teen pregnancy prevention, activities) as needed
- Assist with performing Hearing & Vision screenings for children at Headstart
- Assist with performing Home Visits and Care for Agency patients
- Assist with providing Public Information/Outreach on various topics
- Attend Trainings as needed
- Other duties as assigned: such as Community Outreach, Grant Activities
- Participates in personal professional growth and development
- Maintains accurate and timely documentation of clinical records, daysheets, etc

OTHER FUNCTIONS

1. Performs functions other than described due to extenuating circumstances.
2. Communicates and coordinates with physician's offices, payers, patients/families, outpatient services and important coordination, regarding the care and status of the patient.
3. Keeps up-to-date on new methods, products, trends, etc. and communicate this information to personnel.
4. Assist CFO/Fiscal Administrator in working with third party payors to resolve care/payment issues.
5. Performs other duties delegated.

QUALIFICATIONS

Graduate of an accredited school of nursing.

Current licensure as a Licensed Practical Nurse by the Iowa Board of Nursing.

Previous experience in maternity/post-natal, infant care or community health setting preferred but not mandatory.

Must maintain a valid driver's license and car insurance according to agency policy.

Good oral and written communication skills

Ability to read and write English in order to communicate with staff, patients, and other customers.

Ability to use computer for clinical documentation.

JOB REQUIREMENTS

This position may be assigned a specific mission to address in an emergency situation to assist in disaster response and recovery as part of Tama County Public Health & Home Care's Incident Command System. Situations of a critical nature may require an individual to perform multiple tasks until additional support can be obtained.

Physical and Cognitive Demands

This position requires full range of body motion to include handling and lifting of materials, manual and finger dexterity, and eye-hand coordination. Requires standing, walking, sitting, climbing steps, stooping, kneeling, crouching, and operating a motor vehicle on a regular basis within any given work day. Occasionally requires lifting and carrying of up to 50 pounds (this position is classified as medium work in the Dictionary of Occupational Titles). Requires corrected vision and hearing to normal range and ability to communicate clearly in English. Requires operation of a motor vehicle before, during, and after adverse weather conditions have occurred.

Work Environment

Office and home setting of patients. Home environments of some patients may be of marginal to substandard living conditions.

OCCUPATIONAL EXPOSURE:

Tasks may involve exposure to blood or other potentially infectious materials. Such tasks include all procedures or other job related tasks that involve an inherent potential for skin or mucus membrane contact with blood or other potentially infectious materials, or the potential for spills or splashes of these substances. Appropriate personal protective equipment will be readily available to all personnel.

Other

- CPR/BLS certified
- Valid driver's license and automobile insurance
- Mandatory child/adult abuse reporter status current
- Able to work with individuals, groups, and general public
- Able to do basic data entry on computer
- Able to lift and transfer adult patients in the home setting up to 50 pounds.
- Able to carry and use equipment necessary for patient care in the home setting
- Able to make appropriate nursing judgments independently

Knowledge, Skills and Abilities

Recognizes the value of data management in the efficient administration of the Agency. Knowledge of modern office, data management practices and procedures, and financial systems helpful. Skill in the use of a computer/I-PAD. Skill in working with common business equipment and machines. Ability to follow verbal and written instructions. Ability to communicate effectively verbally and in writing. Ability to establish and maintain working relationships with peers, other agencies, and the public. Ability to maintain confidentiality with regard to all Agency communications and operations.

Note: Additional conditions of employment may apply to the position per Agency policy.

ANNUAL EVALUATIONS

On an annual basis or as deemed necessary, each employee is entitled to a performance evaluation. Employee performance of job duties will be the main focus of this evaluation. Input from colleagues may be requested on performance issues. Evaluations are considered a time for employee input and personal growth.

Adopted: 12/16
Revised: 2/18; 1/23; 9/24

Reviewed: