

# Ste Genevieve County Health Department



## Public Health Nurse

### **Primary purpose:**

Maternal Child Health Coordinator and walk in services provider. This is a full-time (forty hours per week) position with benefits.

### **Description of Work\*:**

#### Essential Functions:

- Assist in planning, directing, developing and evaluating community health programs in the county as they pertain to women, adolescents and children.
- Provide health education to individuals, families and community groups in various settings
- Makes decisions with established guidelines, policies, or directions.
- Serve as a resource for area professionals, daycares and the public by responding to requests for information.
- Investigate health problems and hazards such as communicable disease and utilize evidence-based sources and plans of action to address these issues.
- Document nursing interventions, therapeutic measure administered, patient reactions, patient teaching and understanding.
- Give immunizations according to CDC guidelines.
- Perform lab draws following physician's order. Follow up with clients as indicated.
- Perform pregnancy testing and provide appropriate referrals/counseling.
- Administer and read TB skin test.
- Provide injections such as DMPA, B12 and Testosterone following physician's order.
- Provide STD/HIV/Hep C testing, counseling and treatment as indicated.
- Collaborate with other health care professionals and service providers to ensure optimal patient care.
- Attend meetings, conferences and workshops to further professional competence.
- Other duties as assigned

\*This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their Administrator or Supervisor; subject to reasonable accommodations.

### **Supervision Received:**

This position is overseen by the Administrator

### **Supervision Exercised:**

None

**Qualifications:**

- Bachelor of Science in Nursing Degree from an accredited college or university **OR** with an Associate of Arts Degree in Nursing **OR** completion of a Nursing Program at an accredited diploma school of Nursing
- Must possess and maintain a license as a Registered Nurse or Licensed Practical Nurse from the Missouri State Board of Nursing.

**Physical Requirements:**

Performs bending, squatting, sorting and reaching to both ground level and overhead; lifts, carries, pushes and pulls; must be able to hold and grip objects; sits for long periods of time; must be able to operate a computer keyboard and mouse.

**Working Environment:**

Works primarily indoors with heating and cooling regulated in a general office environment, subject to constant noise.

**Licensing/Certification:**

- If operating a motor vehicle, must possess a valid Missouri Vehicle Operator's License with proof of insurance
- CPR/AED/First Aid Certified

**Miscellaneous Requirement:**

Must be available to work irregular hours as needed. Some assignments require completion of specialized training. Must pass a pre-employment criminal background check.

**Personal Attributes:**

Strict confidentiality in dealings with clients' personal health information is required. He/She must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Good oral communication skills
- Demonstrate a sound work ethic
- Strong multi-tasking abilities

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.