

Ringgold County, Iowa  
Job Description  
Public Health Nurse

Job Title:	Nurse	Supervises:	N/A
Department:	Public Health	FLSA Status:	Non-Exempt
Reports to:	Nurse Administrator	Hours:	M-F 8:00 a.m. – 4:30 p.m.

**Summary:**

Under general supervision of the nurse administrator, renders public health nursing services to individuals, families, and special groups in accordance with public health standards, practices, and policies. Promote and maintain the health of individuals, families and the community through teaching, counseling, screening, and appropriate rehabilitative measures.

**Essential Job Duties and Responsibilities:**

- Provides skilled family-centered, comprehensive care and helps families to accept responsibility for providing care.
- Provides activities that communicate the range of services available to individuals, families and the community and the benefits of these.
- Provides activities that assist an individual to become eligible for participation in Medicaid or assist the person to enroll in a health-related program.
- Teaches and advises individuals and families on the prevention of disease and disability and the maintaining of good general hygiene.
- Performs activities that require skilled medical professional knowledge to identify medically at-risk individuals who may benefit from specific program participation.
- Performs activities that require skilled medical professional knowledge to coordinate and maintain a plan of care designed to achieve a positive health outcome or stabilize a poor health condition.
- Provides assistance to individuals to access specific preventative services as well as services identified in the plan of care and performs activities that lead to and support the plan of care.
- Provides professional health-related consultation and assistance to individuals, providers, agency staff and the community.
- Attends continuing education classes or completes additional health-related training as required for nursing licensure in the state of Iowa.
- Participates in activities that support the planning and development of additional public health related programs or services.
- Assumes the responsibility for planning and coordination of various clinics and special projects to prevent communicable diseases and promote health awareness.
- Represents the agency in community groups and activities.
- Confers with other agencies regarding problem cases, exchanges information and attempts to determine a solution for such cases.
- Maintains appropriate records and caseload management and writes reports as indicated.
- Attends staff meetings.
- Provides blood pressure screenings, performs TB testing, gives immunizations, maintains records, follows up with appropriate agencies, audits and other quality improvement activities.
- Provides professional nursing care to clients in their homes, clinics or public health nursing agency office.

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- Other duties as directed including responding to an emergency event, or participating in exercises to test emergency plans.

### **Knowledge and Abilities:**

- Knowledge of professional nursing principles and practices, including a knowledge of family-centered nursing care.
- Working knowledge of public health nursing principles and practices, including community health problems, preventative measures, and community resources.
- Ability to get along with people (clients, visitors, community groups, public officials, and others).
- Ability to plan, organize and utilize teaching principles in working with families, patients, schools, and other community organizations.
- Ability to exercise independent judgment.
- Ability to do work which involves frequent activity: walking, standing, bending, stooping, kneeling, and reaching (vertical and horizontal); lifting and moving bedridden clients; lifting and moving non-bedridden clients using fingers, hands, feet, legs and torso in providing various care services; driving an automobile; and using the medical and related equipment of nursing profession.
- Proficient in basic computer skills including Windows, Microsoft Word and some desktop publishing activities.
- Proficient in basic mathematics.
- Well organized, memory for details, ability to work independently.
- Respect the requirement for confidentiality.

### **Preferred Minimum Qualifications - (Education and Experience):**

- Current licensure as a registered nurse by the Iowa Board of Nursing.
- Completion of a baccalaureate degree or community health nursing course preferred.

### **Physical Demands:**

- Possess health and strength sufficient to perform assistive personal care and light home management duties utilizing proper body mechanics. Work involves frequent activity: walking, standing, bending, stooping, kneeling and reaching (vertical and horizontal); lifting and moving bedridden clients; lifting and moving non-bedridden clients, (regularly and routinely lift a minimum of 30 pounds) using fingers, hands, feet and torso in providing various services.

### **Certificates, Licenses, Registrations:**

- Motor vehicle operator's license with minimum insurance coverage specified in policies.
- Current physical exam including TB test at entry and as indicated per agency policy.
- CPR certificate.
- RN License

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Employee Signature

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Date

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Nurse Administrator Signature

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Date