



Buchanan County  
Public Health Department

**POSTING DATE: October 16, 2017**

**PUBLIC HEALTH NURSE**

**DEPARTMENT:** Public Health Department

**DUTIES:** Performs advanced knowledge work requiring consistent exercise and judgement in regards to public health nursing including vaccine determination and administration, reportable communicable disease investigation, emergency preparedness planning, collaborating with community partners, performing health needs assessments and advocating for the health of the population. Works normal business hours M – F 7:30 a.m. – 3:30 p.m. but reports as needed during an emergency or outbreak.

**QUALIFICATIONS:** Registered Nurse licensed to practice in the State of Iowa with a minimum of 2 years work-related experience preferred. Additional education and experience are a plus due to the independent work of the position.

**STATUS:** Full time – Exempt-At will employee

**Salary:** Based on experience and qualifications.

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**Applications and job description can be obtained through the Buchanan County website at [www.buchanancountyiowa.org](http://www.buchanancountyiowa.org) or from the Buchanan County Public Health Department. Applications with cover letter and resume will be accepted through November 3rd at 3:00 p.m. or until an eligible candidate is located.**

**Submit application, a signed job description, and other documents, to the Buchanan County Public Health Department at 1413 First Street West in Independence, Iowa 50644-3155. E-mailed application and documents sent to [publichealth@co.buchanan.ia.us](mailto:publichealth@co.buchanan.ia.us) will be accepted. Place “RN Application” in the subject line. Employer will not be responsible for lost application documents in transit.**

Buchanan County is an Equal Opportunity Employer (EOE).  
It is the policy of Buchanan County to comply with the Americans with Disabilities Act.



**Position:** Public Health Nurse

**Supervises:** Homemaker & Assistant-Homemaker

**Department:** Public Health

**Gives work direction to:** Homemaker & Assistant-Homemaker

**FLSA Status:** Exempt

**Reports to:** Public Health Director

**Date:** November 22, 2016

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### **POSITION SUMMARY**

At will position appointed by the Board of Health and reporting to the Public Health Director. Performs advanced knowledge work which requires the consistent exercise of discretion and judgment in regards to public health nursing duties; responsible for monitoring core public health functions and essential services to County residents.

### **ESSENTIAL JOB DUTIES**

- Coordinates Public Health programming, disseminates up-to-date information when appropriate to other departments, county officials, the community, and the Board of Health.
- Develop and maintain Public Health plans as necessary, including **but not limited to:** Public Health Emergency Plans according to state and federal guidelines.
- Assist consumers by providing information and assistance on tasks such as promoting healthy lifestyles as a means of disease prevention. Performs health promotion programming to assist in increasing the health of the community.
- Reports observed or suspected instances of child or adult abuse pursuant to mandated requirements. Assists staff in making report when warranted.
- Coordinates and performs public health functions within the department including preventative services such as; **but not limited to:** blood pressure screenings, vaccine administration, communicable disease investigation, and planning.
- Assist in emergency preparedness and planning by taking an active role during disasters; i.e. flooding, communicable disease outbreak, etc.
- Gathers and completes required reports and paper work regarding program activities. Evaluates data for program improvement.
- Maintains confidentiality in all Public Health programs.
- Initiates Quality Assurance when weak areas are discovered. Follows up on the Quality Assurance process until complete.
- Maintain extensive knowledge of vaccines for adults and children, educate clients about vaccines, their benefits, side effects, and complications, and remain up-to-date on vaccination schedules.
- Work collaboratively with department personnel, department heads and other courthouse employees, community leaders, business associates, the general public, and medical community in a proficient and professional manner. Facilitates communication between appropriate community resources providing services to mutual program participants.
- Coordinates and continually evaluates the Homemaker program tasks including intake of new consumers, yearly evaluation visits, and coordinates services, including day-to-day scheduling of Homemaker and Assistant/Homemaker, while maintaining cost-effectiveness and employee safety.

**ESSENTIAL JOB DUTIES (Continued)**

- Must pass a thorough fingerprint search conducted by local, state and national files as required for child and dependent adult abuse.
- Must maintain a valid nursing licensure to practice in the State of Iowa, a valid State of Iowa driver's license and be insurable under the County's guidelines as operating a vehicle is required for travel.
- While performing the duties of this job, the employee must routinely lift/carry or push/pull a minimum of thirty (30) pounds with ease, and to safely climb, balance, walk, or stand for extended time periods, stoop, kneel, crouch, crawl, reach, run, grasp, and perform other job related physical demands.

**INCIDENTAL JOB DUTIES**

- Any other duties as assigned or required by the Board of Health or Public Health Director.
- Assist the general public with questions, concerns, and inquiries.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to use logical thinking to solve problems and reach conclusions.
- Ability to perform assessments and make independent decisions with minimal supervision.
- Ability to maintain composure while working under pressure and adapt quickly to change, and to plan, organize and prioritize tasks with numerous interruptions.
- Ability to define problems; collect data, establish facts, and draw valid conclusions.
- Ability to effectively communicate with the public through media release, TV or radio interviews, or other forms of communication. To interact positively with staff, program participants, board members, and the public, and to advise counsel, or guide them to a specific source of action.
- Ability to effectively direct, advise, and supervise the work of others. To teach subject matter to staff, participants, and the public by explanation, demonstration, and supervised practices.
- Ability to comprehend public health laws, regulations, medical practices, equipment and systems, government operations and policies related to specific programs. Ability to write reports, business correspondence, policy and procedure manuals.
- Ability to collect program data objectively, record and interpret concisely and accurately; formulate nursing diagnose, objectives, goals and evaluate participants' progress.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.
- Ability to work in a team environment or individually.
- Knowledge of state and local regulations, laws, and policies that govern public health program services; i.e. epidemiological information through the Iowa Department of Public Health (IDPH).
- Knowledge of basic office practices and the use of personal computers and varying computer software, and office equipment.
- Knowledge of health care principles and Iowa Department of Public Health procedures regarding Homemaker services and grant processes, and the ability to teach subject matter to Homemaker staff, participants, and the public by explanation, demonstration, and supervised practices.
- Proficient in the use of equipment used in the nursing profession including: scales, syringes, stethoscope, and thermometers.

## **ENTRY REQUIREMENTS**

**Education/Training/Work Experience:** Bachelor of Science Nursing licensed to practice in the State of Iowa,

Or,

Registered Nurse licensed to practice in the State of Iowa with a Bachelor degree in a health-related field

Or,

Registered Nurse licensed to practice in the State of Iowa,

And

**Work Experience:** A minimum of two years of related experience, preferred,

And,

Trained or willing to be trained in appropriate Public Health functions; such as: National Incident Management System (NIMS), Incident Command System (ICS), Epidemiology, Food borne Outbreak, and as Public Information Officer.

**Required licenses, registrations, and certifications:** Possession of a valid State of Iowa Driver's license. Certified in CPR or receive certification in first 6 months of employment. Dependent Adult and Child Abuse Mandatory training. Must pass background check for child and dependent adult abuse. Appropriate licensures according to education.

**Required post-offer physical examinations:** Must meet all requirements as outlined in the employee handbook. Must successfully complete a Physical Examination, complete one (1) TB Mantoux or comparable tests prior to the commencement of employment, and be up-to-date with immunizations according with the requirements of the Public Health Department.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** None.

**Other testing required:** None.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to walk; sit; turn twist body; bend; use hand to finger manual dexterity, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must frequently push/pull or lift/carry up to thirty (30) pounds. Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee is occasionally exposed to many unpleasant tasks and responsibilities. Environments can vary, but mainly work is performed inside. There is moderate exposure to contagious disease and potential violence on the part of the participants/clients. The noise level in the work environment is usually low to moderate.

**HOURS OF WORK**

Generally 37.5 hours per week, Monday through Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs. Work hours or days may change with minimal notice.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The Board of Health reserves the right to change or reassign job duties or combine positions at any time.
5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Public Health Director Signature

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Employee Signature

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Date

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Date