

Coshocton Public Health District



Position Title:	Public Health Nurse			Position #:	
Working Title:	Public Health Nurse				
Agency Unit:	Coshocton Public Health District - Nursing	Reports to:	Director of Nursing		
Employment Status:	Full time 35 hours/week	Pay Grade:		FLSA Status:	Non-exempt

Position Summary: Performs comprehensive public health clinical nursing services. Assignments will include variety of programs including but not limited to reproductive health, communicable disease, prenatal, child health, lead, immunizations, adult health, and complex medical help program (CMH). Participates in community health fairs, off site clinics, and outreach events.

Essential Duties: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs comprehensive public health clinical nursing services. Assignments will include variety of programs including but not limited to reproductive health, infectious disease, prenatal, child health, lead, immunizations, CMH, naloxone, and adult health. Provides health education to individuals and families and makes referrals to other health or social service agencies. Responsible for clinic preparation and follow-up with individuals and families. Maintains clinical records and detailed documentation. Will travel to and from clinic locations as necessary. Performs communicable disease investigations and education. Assists the nursing administration in the planning and development of nursing programs according to needs of the community. Schedules appointments and assists front office staff when needed. Identifies and addresses the educational needs of the patient/family including but not limited to disease processes and treatment, health promotion/maintenance, injury/illness prevention and growth and development. Maintains confidentiality of work-related issues, client records and county information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. & 552A} as amended, and HIPPA policies and procedures.

Other Duties & Responsibilities Other duties as assigned by the Director of Nursing or Health Commissioner

Minimum Qualifications: Must possess an active Registered Nurse or Licensed Practical Nurse license issued by the Ohio Board of Nursing. 1-2 years experience in public health preferred. Must have a

current CPR certification. Must possess and maintain a valid Ohio driver’s license and an insurable driving record.

Key Competencies: Safe and quality nursing care, management of resources and environments, health education, legal responsibility, ethical/moral responsibility, personal and professional development, collaboration and teamwork, research, record management, communication, and quality improvement.
Essential Public Health Services #3: Inform, educate, and empower people about health issues.

Work Environment: Work is performed in offices and clinic exam rooms in a health department facility requiring sedentary to light physical work, which may include walking, climbing, reaching, lifting, and talking. Occasional off-site clinic work. Potential for exposure to blood-borne pathogens or infectious disease; thus, appropriate precautions must be taken.

Approvals

Name	Title	Date
Name	Title	Date