

Buncombe County Health and Human Services

JOB TITLE: Public Health Nurse II

CLASSIFICATION: Public Health Nurse II

DEPARTMENT: Clinical Services

DATE POSTED: 9/5/2017

CLOSING DATE: 9/11/2017

SALARY RANGE: \$63,376 - 66,228

SALARY GRADE: 74

POSITIONS AVAILABLE: 1 Full-Time Position

AVAILABLE START DATE: October 9, 2017

The primary purpose of this position is to provide professional nursing services to clients in all areas of the Clinical Services department within Health & Human Services and clients with the community. (1944)

ESSENTIAL FUNCTIONS FOR THE POSITION:

- Provide direct public health nursing services, education, counseling, motivation, and community resource referrals to Clinical Services clients.
- Conduct disease control surveillance and investigation activities to prevent the spread of disease in compliance with North Carolina General Statutes.
- Participate with activities related to preparedness for and response to bioterrorism and other public health threats as needed.

DUTIES, RESPONSIBILITIES, AND OTHER FUNCTIONS:

- Provide direct public health nursing services, client assessment, education and non-judgmental counseling, administering medications and treatments, developing individualized plan of care, referral services and coordination of community resources.
- Establish and maintain an accurate database through extensive health history of client; prioritizes areas of concern and communicates findings via client medical record or other appropriate document.
- Provide immunizations for vaccine preventable diseases via State and CDC guidelines, and education of parents/clients regarding immunization laws, schedules, and care following immunizations.
- Provide follow-up on all reportable infectious diseases as appropriate; provide clients and contacts with control measures necessary to prevent the spread of disease; assure clients understand the plan of care and importance of compliance.
- Utilize HIPAA regulations and confidentiality requirements when handling client information and communication.
- Assist with creating and maintaining teaching materials for use with specific health problems and conditions.
- Serve as a preceptor to Nursing Students from various regional programs to assure a strong Public Health field rotation.
- Serve as a preceptor to new nurses to assure proper training in all clinical services areas.
- Participate in Department of Health and community activities including committees and staff meetings to facilitate coordination of client care; provide Public Health services at BCHHS outreach events as needed.
- Participate and/or lead Quality Improvement projects as needed or when requested by supervisor

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the organization of Public Health programs at local and state level including knowledge of principles and practice of public health nursing services.
- Knowledge of HIPAA regulations regarding handling of client's charts and client-related communications.
- Ability to relate well with people including clients of all ages, caregivers of clients, professional and clerical staff, and outside agencies.

- Skill in observing, listening, organizing, prioritizing and communicating.
- Ability to recognize signs and symptoms of health, as well as disease, in relation to the physical, mental and emotional health of the client and caregivers.
- Knowledge of the community resources and ways of utilizing them to benefit the client.
- Ability to create and maintain an effective follow up and referral system.
- Ability to learn the program area of assignment and all agency programs and services which could affect the client/applicant.
- Ability to express ideas effectively orally and in writing to better ensure work processes and procedures within their unit.
- Ability to analyze and comprehend a variety of technical and administrative regulation, records, and reports.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments and understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish a common task.
- Function in highly stressful circumstances, maintain a high level of professionalism and confidentiality and conduct business in an ethical manner at all times.

Minimum Education, Training and/or Experience: Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or Master's in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of training and experience.

License or Certification Required by Statute or Regulation: Licensed to practice as a Registered Nurse in NC

Additional Training and Experience: Certification in Community Health Nursing desirable but is not required

Special Skills: English/Spanish bi-lingual speakers preferred.

ADDITIONAL INFORMATION: Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Applicants will not automatically be given credit based on their position title. If work history involves part time work, you must state the number of hours per week to receive credit.

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