ORANGE COUNTY GOVERNMENT
invites applications for the position of:

Public Health Nurse III-
Communicable Disease Coordinator*

SALARY: $53,764.00 - $70,932.00 Annually

OPENING DATE: 06/18/19

CLOSING DATE: 07/03/19 11:59 PM

DESCRIPTION:
The Orange County Health Department has an opening for a Public Health Nurse III-
Communicable Disease Coordinator. This position provides advanced and specialized public
health nursing care in homes, schools, clinics or other community service settings.

Our mission is to enhance the quality of life, promote the health,
and preserve the environment for all people in Orange County.

Choose a career with Orange County, an award winning Health Department:

- Stable work schedule
- Tuition reimbursement program up to $1,900 per fiscal year
- Annual Performance Award up to $1,000
- Generous benefit plan including County Paid Health, Dental and Life Insurance for
  Employee, 11 paid Holidays, and Government Retirement Plan with supplemental
  retirement and a matching contribution up to $2,227 annually. To see more information
  about the benefits offered to employees Click here.

* This is a safety sensitive position and participation in the Drug and Alcohol Program
is required.

EXAMPLES OF DUTIES:
A position may not include all the work examples given, nor does the list include all
that may be assigned.
Provides nursing services in the clinic/community setting including working in the clinics
providing direct services to clients.

Coordinates communicable disease program and follow-up including implementation of control
measures and management of contacts.

Actively seeks new CD referrals through NCEDSS workflow review at least once/day, reviews
and assigns follow-up within 24 hours of receipt.

Provides and/or oversees investigation and follow-up of communicable disease cases, suspects
and contacts per North Carolina Communicable Disease program guidelines.

Advises Community Services Section Supervisor, Personal Health Services Division Director,
Health Director, Medical Director, state consultants, environmental health staff, local medical
providers and infectious disease specialists as indicated to assure thorough control and follow-
Responsible for reviewing appropriate program manuals annually.

As needed, staffs Tuberculosis/Communicable Disease Clinic including provision of TB treatment, CD client management and provision of immunizations to all ages.

Provides after-hours availability every 2 months for communicable disease rabies exposure issues and provides follow-up for referrals for potential human exposures to rabies received from Animal Control Officers, local health care providers and the general public.

Assists with development and maintenance of policies and procedures.

Participates in program audits.

**Supervision**
Assignments are provided by setting overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. This classification may supervise subordinate employees.

**Distinguishing Factors**
This classification is distinguished from the Public Health Nurse II classification by the programmatic and/or supervisory responsibilities.

**TYPICAL QUALIFICATIONS:**

**Knowledge, Skills, Abilities**
Knowledge of the principles and practices of public health, public health nursing, and social work.

Knowledge of public health laws pertaining to communicable diseases, immunizations and public health preparedness.

Knowledge of relevant department, local, state and federal laws and regulations.

Knowledge of pharmaceuticals and their administration.

Knowledge of child abuse and neglect laws.

Knowledge of available resources and agency guidelines.

Skill in conducting investigations and interviews.

Skill in venipuncture and administering vaccines.

Skill in decision-making and problem-solving.

Skill in operating standard and emergency medical equipment such as a stethoscope, blood pressure cuff, audiometer, centrifuge, nebulizer, and needles/syringes.

Skill in using the NC Electronic Disease Surveillance System (NCEDSS) and NC Immunization Registry (NCIR).

Skill in public and interpersonal relations.

Skill in oral and written communication.
Minimum Qualifications
Bachelor of Science in Nursing and two (2) year’s professional nursing experience; or
Graduation from a School of Professional Nursing and three (3) year’s professional nursing
experience; or equivalent combination of education and experience. Individuals hired without a
BSN will be required to complete Introduction to Public Health Nursing course within one (1)
year of hire.

SUPPLEMENTAL INFORMATION:
Physical Requirements:
Requires light work that involves walking or standing much of the time and involves exerting up
to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers,
hands or limbs on repetitive operation of mechanical or electronic office or shop machines or
tools within moderate tolerances or limits of accuracy.

Examples of physical activities required in this position:
Uses a variety of tools to assess patient health
Filing papers
Walking to work station
Carries a baby scale on home visits

Possible Hazards (chemicals, dangerous machinery, etc.)
Exposure to hazards in the field (driving, inclement weather, clients)
Exposure to bloodborne pathogens, infectious diseases, and angry or disruptive patients

Equal Opportunity/Affirmative Action
Employer/Women/Minorities/Veterans/Disabilities

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.orangecountync.gov
200 South Cameron Street
Hillsborough, NC 27278
919-245-2550

Public Health Nurse III-Communicable Disease Coordinator* Supplemental
Questionnaire

* 1. Orange County is an E-Verify employer. E-Verify is a program that electronically confirms
an employee’s eligibility to work in the United States after completion of the Employment
Eligibility Verification Form (Form I-9). I understand, that if hired, my employment
eligibility will be verified through E-Verify.

☐ Yes

* 2. I understand that resumes are welcomed but do not substitute for the work experience
section of this application and failure to complete the work experience section will result in
an incomplete application, which will not be considered for eligibility. Did you fully complete
the work experience section of this application?

☐ Yes
☐ No

* 3. Are you an Orange County Local Government employee?

☐ Yes, I am a Permanent Employee that has passed the Probationary Period
☐ Yes, I am an Employee but I have not passed the Probationary Period
☐ Yes, I am a Temporary Employee
☐ No, I am not an Employee
4. Please indicate which of the following best describes your nursing education:
   - Master's Degree in Nursing
   - Bachelor's Degree in Nursing
   - Associate's Degree in Nursing
   - Nursing Diploma
   - No Degree or Diploma in Nursing

5. How many years of professional nursing experience do you have?
   - Less than 2 years
   - 2 years but less than 3 years
   - 3 years but less than 4 years
   - 4 or more years

6. Do you have previous public health experience?
   - Yes
   - No

7. How many years of public health experience do you have?
   - None
   - Less than 1 year
   - 1 year but less than 3 years
   - 3 or more years

8. If you indicated previous public health experience, please describe.

9. Do you have experience supervising staff?
   - Yes
   - No

* Required Question