

# SARPY/CASS

## Health Department

|                           |                            |                     |        |
|---------------------------|----------------------------|---------------------|--------|
| <b>Position Title:</b>    | Public Health Nurse        |                     |        |
| <b>Agency Unit:</b>       | Health Prevention          |                     |        |
| <b>Reports to:</b>        | Assistant Health Director  | <b>Supervises:</b>  | None   |
| <b>Employment Status:</b> | Full-time<br>40 hours/week | <b>FLSA Status:</b> | Exempt |

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### **Position Summary**

The Public Health Nurse (PHN) provides interdisciplinary public health nursing services to individuals, families, and groups in office, community, and clinic settings. Services include assessing health status, identifying current or potential health risks, implementing individual or community-level interventions, and controlling and preventing illness to improve overall health outcomes.

### **Essential Duties**

Under general supervision, the PHN performs the following essential duties in support of the core functions and essential services of public health:

#### **Communicable Disease and Case Management**

- Investigate reported, suspected, and confirmed communicable and physiological diseases, including sexually transmitted infections (STI) and tuberculosis (TB).
- Conduct STI and HIV counseling, testing, and contact investigations in clinics and community settings.
- Interview and counsel infected/exposed individuals regarding condition, symptoms, prevention, and treatment.
- Document client assessment and intervention data in medical records using Department-approved forms and databases.
- Provide case management, follow-up, and referrals to physicians or community resources.
- Administer TB treatment and Directly Observed Therapy (DOT) as appropriate.
- Perform tuberculin skin tests and collect diagnostic specimens.
- Record and report all disease investigation information to federal, state, and county systems accurately and promptly.
- Implement disease control measures during outbreaks, including administering vaccines or dispensing antibiotics in emergencies.

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### **Maternal, Child, and Community Health**

- Coordinate maternal and child health (MCH) programs, including breastfeeding support, assessments, and related initiatives.
- Conduct health education and screenings (blood pressure, basic foot care) in homes, senior centers, and community settings.
- Collect school surveillance data and serve as liaison with school health staff.

### **Program Support and Administration**

- Oversee Vaccine for Children (VFC) program, including vaccine administration and distribution.
- Write reports, evaluate outcomes, and adjust plans as necessary.
- Gather, organize, interpret, and maintain program data for monitoring, reporting, and evaluation.
- Obtain client consent, maintain confidentiality, and adhere to HIPAA and other relevant regulations.
- Cross-train to serve as backup to other PHN positions as needed.
- Pick-up and delivery of patient medications.

### **Additional Duties**

In addition to position-specific responsibilities, the employee is expected to contribute to overall Department operations and organizational effectiveness:

### **Organizational Engagement and Professional Conduct**

- Promote and incorporate the Department's mission, vision, core values, and strategic initiatives into daily work and service delivery.
- Adhere to all HIPAA requirements and Department confidentiality and privacy policies.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the public; address and resolve conflict in a professional manner.
- Represent the Department on committees, coalitions, community alliances, and other groups as assigned.
- Perform other duties as assigned.

### **Professional Development**

- Maintain responsibility for professional growth by pursuing continuing education, attending trainings, courses, seminars, and conferences, and participating in professional committees or work groups, as approved.

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- Contribute to a work environment that promotes continuous improvement in service quality and professional practice.
- Assist in training and orientation of new employees.

### **Planning, Evaluation and Quality Improvement**

- Participate in needs assessments, strategic planning, accreditation activities, program evaluation, and quality improvement initiatives.
- Use data-driven decision-making to inform program priorities, goals, and objectives.

### **Program and Resource Support**

- Develop a working knowledge of Department services and programs and provide appropriate information to the public.
- Search for funding opportunities and assist with grant proposals, work plans, and development of program goals and objectives.

### **Communication, Documentation and Administrative Support**

- Perform computer input and retrieval using a variety of hardware and software systems.
- Prepare and maintain accurate records, reports, correspondence, and other Department documents, including mileage and time records.
- Prepare or submit materials for posting to the Department website and social media platforms, as assigned.

### **Emergency Preparedness and Response**

- Participate in public health emergency preparedness training and respond as directed during public health emergencies.

### **Qualifications**

#### **Required**

- Bachelor's degree in nursing from an accredited institution or RN license with two years of related experience.
- Completion of the CDC's Basic Principles of Epidemiology course within six (6) months of employment.
- Current license as a Registered Nurse (RN) required; Nebraska licensure required within 30 days of hire and must be maintained throughout employment.

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### **Preferred**

- Directly related work experience in public health, case management, and communicable disease control.
- Fluency in both English and Spanish.
- Experience or training utilizing database, statistical, and graphics software.
- Completion of the CDC's Advanced Principles of Epidemiology course within one (1) year of employment.

### **General**

- Completion of mandatory Department trainings within 30 days (NIMS/ICS, HIPAA, health equity, etc.).
- National Incident Management System (NIMS)/ICS 300 and 400 certification, when available.
- Valid driver's license and personal transportation.
- Successful criminal records check and drug screen.
- Non-tobacco user.
- Demonstrated ability to work effectively in a team environment and interact with diverse populations.
- Commitment to public health principles, including health equity and community engagement.

### **Knowledge, Skills and Abilities**

The following knowledge, skills, and abilities are necessary to perform the duties outlined above effectively.

#### **Public Health Knowledge**

- Knowledge of the core functions and essential services of public health.
- Knowledge of communicable disease transmission, prevention, and control.
- Knowledge of epidemiological principles, including monitoring, surveillance, incidence, and outbreak control.
- Knowledge of disease prevention, health promotion, lifestyle risk reduction, and public health research methods.
- Knowledge of methods for assessing public health problems and health education needs.
- Knowledge of maternal and child health programs and strategies.
- Knowledge of the geography of Sarpy and Cass counties.

### **Clinical and Technical Skills**

- Ability to perform venipunctures and/or finger sticks.
- Ability to perform tuberculin skin tests and collect diagnostic specimens.
- Ability to handle hazardous materials and specimens safely.
- Ability to administer vaccines and medications safely.

### **Program and Case Management Skills**

- Ability to assess, organize, and prioritize work assignments; meet deadlines.
- Ability to gather, organize, interpret, and maintain program data for monitoring, reporting, and evaluation.
- Ability to make professional decisions within Department policy.
- Ability to provide case management, referrals, and follow-up services.
- Ability to evaluate outcomes and adjust plans as necessary.

### **Communication and Interpersonal Skills**

- Ability to communicate effectively both verbally and in writing with individuals of all ages and backgrounds.
- Ability to present data, statistics, and program information clearly.
- Ability to counsel and educate clients on health conditions, prevention, and treatment.
- Ability to follow verbal and written instructions accurately.
- Ability to deal effectively and courteously with irate or diverse clients.

### **Administrative and Operational Skills**

- Ability to document client assessment and intervention data accurately.
- Ability to obtain and maintain client consent forms and confidentiality.
- Ability to operate a motor vehicle safely in compliance with traffic laws.
- Ability to conform to scheduling demands, including weekends, emergency call-ins, and varied shifts.
- Ability to work independently with minimal supervision after training and probation.
- Ability to perform accurate mathematical calculations.

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### **Work Environment and Physical Requirements**

#### **Work Setting**

- Primarily performed indoors in office settings, community sites, clients' homes, and workplaces; occasional work outdoors.
- May involve variable days, hours, weekends, holidays, and emergency call-ins.
- Work can be fast-paced with multiple priorities and interactions with irate or uncooperative individuals.
- Travel may expose the incumbent to inclement weather conditions within Sarpy and Cass counties.

#### **Physical Requirements**

- Requires extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing.
- Ability to frequently lift and/or carry up to 25 lbs., and occasionally lift and/or carry up to 50 lbs.
- Frequent fine motor activity of fingers, hands, and wrists, along with gross motor movement of elbows and arms, requiring hand-eye coordination and manual dexterity.
- Required sensory abilities include vision, hearing, and touch:
  - Visual abilities (correctable to normal) include close, distance, and color vision, depth perception, and ability to adjust focus.
  - Hearing and speech within normal ranges for effective communication.

#### **Exposure and Safety Considerations**

- Duties may involve exposure to adverse socio-economic conditions, offensive odors, bloodborne pathogens, other body fluids, and infectious materials.
- Must follow proper procedures and use personal protective equipment to minimize exposure.
- All personnel must be able to wear a NIOSH-approved N95 respirator due to potential public health emergency response requirements.

### **Limitations and Disclaimer**

- This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, or skills required.
- Employees may be required to perform other job-related duties as requested by the Sarpy/Cass Health Department, in compliance with Federal and State laws.

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- The requirements listed represent minimum knowledge, skills, and abilities necessary to perform the job successfully. Employees must have the abilities or aptitudes to perform each duty proficiently.
- Employment with the Department is at-will, and continued employment is contingent on satisfactory performance.
- Job descriptions may be modified to reasonably accommodate individuals with disabilities, in compliance with the Americans with Disabilities Act (ADA) and other applicable laws. Some requirements may exclude individuals who pose a direct threat or significant risk to their own safety or the safety of others.
- The Sarpy/Cass Health Department reserves the right to modify essential and additional duties at any time.

**Acknowledgment:**

I have read and understand the duties and responsibilities of this position. The duties, responsibilities, and minimum requirements have been reviewed with me, and I have received a copy of this job description.

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Employee's Signature

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Date

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Health Director's Signature

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Date