UMATILLA COUNTY
POSITION DESCRIPTION

Department: ***Public Health***
Position Title: ***Public Health Nurse III-IV***

Employee Name: _____

Effective Date: _____

Job Series: Public Health Nurse **Salary Range: 28-29**
Union Covered: Yes **BOLI Exempt: Yes**

GENERAL DESCRIPTION OF POSITION

Work to protect and improve the health of Umatilla County residents through prevention, education and the provision of direct home or office services in the areas of immunization, family planning, communicable disease investigation, sexually transmitted disease clinics, HIV testing, counseling, and follow-up, pregnancy screening and prenatal education, general health education and referral.

SUPERVISORY RELATIONSHIPS

Works under the direct supervision and assignment of the Nursing Supervisor and/or indirectly under the supervision of the UCo Health Director. Supervision of employees is not a responsibility of this position but may direct and oversee the work of other team members, students and volunteers. All Public Health nurses are part of the Health Department team.

PRINCIPAL DUTIES OF POSITION

1. Provide direct home, clinic or lab services to clients in both public health clinics with full documentation:
    a. Immunization
        i. Administration of vaccines. (EE)
        ii. Education about efficacy and potential side-effects. (EE)
        iii. Provide tracking services for the client and community [schools, physicians]. (EE)
        iv. Educate client about appropriate scheduling of vaccines. (EE)
        v. Monitor and record vaccine storage temperatures twice daily. (EE)
        vi. Complete vaccine inventory and usage counts monthly. (EE)
        vii. Prepare, reconcile and submit monthly vaccine report. (EE)
    b. Family Planning
        i. Education and counseling of potential family planning clients. (EE)
        ii. Provision of birth control methods. (EE)
        iii. Provide regular health screening [blood pressure, height, weight, Pap smear, breast exam, physical exam, STD screening, hemoglobin, dipstick urinalysis, health and medical history] with referral as necessary to

physician or nurse practitioner for abnormal findings. (EE)
iv. Provide on-going monitoring of efficacy and client satisfaction. (EE)

c. Communicable Disease Investigation
    i. Investigate and control outbreaks/potential outbreaks. (EE)
    ii. Provide testing and treatment of exposed individuals. (EE)
    iii. Route specimens to appropriate lab sites. (EE)
    iv. Consult with local health providers. (EE)
    v. Serve as an informational resource to the community. (EE)
d. Sexually Transmitted Disease Clinic
    i. Provide on-site testing for exposed individuals [blood, cervical, vaginal, urethral, rectal specimen collection]. (EE)
    ii. On-site lab services [KOH, PH, and urine specimen]. (EE)
    iii. Route specimens to appropriate lab sites. (EE)
    iv. Provide treatment or referral of positively diagnosed individuals. (EE)
    v. Provide preventive education to individuals and groups. (EE)
    vi. Investigate and control community outbreaks. (EE)
e. HIV Testing and Counseling
    i. Provide on-site blood testing for exposed individuals. (EE)
    ii. Route specimens to appropriate lab sites. (EE)
    iii. Provide preventive education and counseling to individuals and groups. (EE)
    iv. Provide referrals, support, and follow-up for positively diagnosed individuals. (EE)
    v. Investigate and control community outbreaks. (EE)
f. Pregnancy Screening and Prenatal Education
    i. Provide on-site urine testing. (EE)
    ii. Provide full options counseling, education and referrals to medical, social and nutritional resources. (EE)
    iii. Provide on-going health and psychosocial assessment and case management of prenatal clients. (EE)
g. Laboratory Testing
    i. Competency in performing, reading and documenting the following tests: hemoglobin, HcG urine, UA, Chemstrip, KOH. (EE)
    ii. Perform routine lab maintenance, proficiency testing, quality control and quality assurance activities. (EE)
    iii. Communicate with Lab Director any problems encountered during routine patient test management, maintenance checks, and quality control testing or quality assurance deficiencies. (EE)

2. Completion of monthly, quarterly and annual reports as required by the division and the Oregon State Health Division. (EE)
3. Conduct monthly inventory of supplies and medication. (EE)
4. Follow UCo Health policy, procedures, and standing orders as signed by Medical Officers or UCo Health Director. (EE)
5. Assist with orientation of new staff. (EE)
6. Public speaking at community/school meetings regarding public health issues. (EE)
7. Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)
8. Establish and maintain positive, professional and respectful working relationships with

supervisor, other division employees, and customers/clients. (EE)

OTHER DUTIES OF POSITION

Back-up for staff nurses at all clinic sites; travel to other public health sites is required; back-up for front desk staff; weekly cleaning of labs and exam rooms; other duties as necessary and assigned. (EE)

PROFFESIONAL DEVELOPMENT

Attend educations and training modules that encourage professional development and enhance continual learning.

ACCREDITATION DUTIES OF POSITION

- Actively participate as an accreditation team member. (EE)
- Maintain a basic knowledge of Quality Improvement based on the Plan-Do-Check-Act (PDCA) model. (EE)
- Actively serve on Quality Improvement teams and/or identify processes for improvement, as assigned. (EE)

REQUIREMENTS FOR POSITION

Public Health Nurse:

- PHN III (R28): Graduation with an ADN from an accredited school of professional nursing.
- PHN IV (R29): Graduation with a BSN from an accredited school of professional nursing.
- Hold a current and unencumbered Oregon Registered Nurse license;
- Valid Oregon driver's license with a satisfactory driving record.
- Ability to work with minimal supervision, ability to work with clients of varying ages, gender, race, ethnicity, religious and social backgrounds.
- Experience working with children and youth preferred
- Must be able to work a flexible schedule, including some evenings and weekends.
- Work site location assignments will be based on community need and is subject to change. Your work week may require you to report to different Umatilla County Public Health locations during the week. Travel to and from your home to work site is not work time and is at your expense.

This position under State of Oregon mandates is required to provide proof of full COVID-19 vaccination or have an approved medical or religious exception as a qualification of employment.

SPECIAL QUALIFICATIONS

- Bilingual (Spanish) desired.

PHYSICAL DEMANDS

The physical demands 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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Signature/Date