



## **POSITION DESCRIPTION**

**DEPARTMENT:** PUBLIC HEALTH

**POSITION TITLE:** Public Health Nurse (Maternal and Infant)

**GRADE:** 5

**EMPLOYMENT CATEGORY:** Partial Grant Funded / Full-Time

**STATUS:** Non-Exempt

**REPORTS TO:** Nursing Supervisor / Department Head

### **POSITION SUMMARY:**

This full-time position requires a thorough knowledge in a broad array of public health programs and provides services on a walk in basis. This person provides many diverse services including immunizations; testing for human immunodeficiency virus (HIV), hepatitis, sexually transmitted infections; blood pressure, hemoglobin, blood sugar; provides supplies and evaluations of clients for family planning; medical consultations for medical referrals; and other duties as arise. This position may also be called on to apply basic Public Health principles as circumstances are identified that may put people at risk. Quality Improvement practices will be embedded in the everyday workload. This position has no supervisory responsibility and exercises judgment with some supervision.

### **FUNDAMENTAL JOB DUTIES:**

#### *ESSENTIAL FUNCTIONS:*

- Performs the following duties:
  - Checks instruments on an appropriate basis, logs in results to provide quality control.
  - Evaluates immunization schedules.
  - Evaluates clients for past adverse reactions to vaccines. Counsels clients/parents/guardians on side effects, complications and educates regarding the importance of vaccines.
  - Administers vaccines to children and to adults per recommendations of the Center for Disease Control and of the Kansas Department of Health and Environment. This includes immunizations for foreign travel.
  - Performs investigations on complaints made to the Health Department.
  - Epidemiology investigation and works closely with KDHE on findings
  - Enters data into State Data Base
  - Evaluates, tests and treats all clients exposed to or complaining of signs/symptoms of sexually transmitted infections
  - Makes referrals to physicians, as necessary, for clients with problems beyond the realm of public health nursing.
  - Provides pretest counseling, testing and post-test counseling for clients who have been exposed to or are at risk for HIV.
  - Educates clients on risk, precautions, safe behaviors, treatment, responses to drugs or vaccines appropriate to the individual client's needs.

- Obtains lab specimens for testing blood glucose, rubella titer, hepatitis titer, and rabies titer, lead poisoning, syphilis, HIV and others as they arise.
- Screens and monitors blood pressure and educates on behavior modification as it relates to a healthy lifestyle.
- Provides testing for pregnancy and counseling for options concerning a healthy pregnancy. Makes referrals to appropriate programs.
- Provides Family Planning Initial visits. This includes talking to a client, providing education on methods of birth control available, evaluating the client risks for problems with method chosen, starting client on method of choice, and educating the client on risks. Evaluates other health issues and refers as needed. Other related tasks may be performed.
- Assists in Family Planning Clinics with history and intake interview; prepares clients for exams; assists physicians/ PA's (physician assistant's), and advanced practice registered nurses (APRN) with exams; provides post exam counseling regarding findings; dispenses methods; educates on sexually transmitted infections; educates on self-breast examinations.
- Provides emergency contraception if indicated and if appropriate. DOES NOT PROVIDE ANY INFORMATION ON ABORTION PRACTICES.
- Charts and completes legal/medical records and updates records on each visit to a high standard
- Provides manpower for community health fairs/events.
- Provides social service evaluation and assessment, i.e. completing the social assessment form; evaluating the client's need for housing, food, transportation, clothing, emotional support, mental health services, education, and payment for medical care; assisting the client in obtaining the above listed items and referrals as needed.
- Provides health education to individuals or to groups as needed to support the goals of public health, including radio shows.
- Evaluates the results of screening tests. Provides results to clients along with counseling and education. Makes referrals to medical care providers as indicated. Provides lifestyle education.
- Administers and evaluates tuberculin skin tests and makes referrals as needed.
- Investigates possible rabies exposures. Treats and /or makes referrals as indicated.
- Follows procedures for administering/dispensing pharmaceuticals.
- Maintains prescriptions log per Kansas Board of Pharmacy regulations.
- Maintains infection control procedures for self and for community as needed.
- Locks up cabinets containing needles, syringes and pharmaceuticals at the end of the working day.
- Attends workshop/webinars/updates as available and requested.
- Tracks clients with problems to assure medical evaluation and intervention.
- Monitors adequacy of supplies. Completes appropriate requests for ordering supplies when needed.
- Investigates reportable diseases. Completes public health's responsibilities.
- *Provides services for the Maternal and Infant (M&I) Program and for the Women, Infants and Children (WIC) Program. Specific duties related to the programs include the provision of education, follow up for prenatal appoints with physician's evaluation of weight gain, blood pressure and other medically necessary services.*
- *Makes home visits to newborns and mothers.*
- *Performs Kan Be Healthy screenings and Well Child assessments.*
- *Oversees the Lead Screening Program. Tasks include the evaluation of risk, blood testing, follow up and some investigation of cause and education of parents.*
- *Other related duties as assigned.*

**EDUCATION:**

Associates Degree in nursing with a current nursing license to practice in the State of Kansas required (BSN preferred). There will be a complete understanding of the Kansas Nurse Practice Act as well as a working knowledge of the Nursing Scope and Standards of Practice document.

**EXPERIENCE / SKILLS:**

Five years nursing experience preferred. Requires attendance of annual program updates as indicated. Must be able to learn new skills as needed and have a willingness to the Team Approach.

**PHYSICAL REQUIREMENTS / ABILITIES:**

This applicant must perform nursing techniques using proper procedure and must be able to calculate quantity of drugs to be given based on the appropriate formulas. This person must be able to analyze each situation quickly and to respond appropriately. Ability to work with all education levels is critical to teach appropriately. This position requires the ability to move an average weight adult and to hold a child up to 30 pounds. This position requires frequent stooping, sitting, bending and standing. This work is often provided under conditions including resistive clients, high noise levels and demanding people in stressful situation. This position requires good sight, good hearing, the ability to concentrate under adverse conditions and easy mobility. This position will also require the ability to multi-task and switch tasks quickly and effortlessly. Applicant must have a current Kansas Driver's License. Cardiopulmonary resuscitation (CPR) certification required.

**WORKING CONDITIONS / ENVIRONMENT:**

High noise level, frequent close visual and mental attention required. Possible exposure to Bloodborne pathogens and communicable diseases. Must be able to concentrate under stress. This position has a requirement of several evening clinics per month. The work required for this position is performed in the clinic, in other facilities where services are needed or in the client's home. This work occurs primarily in the clinic setting, but may work outreach opportunities when needed. Evening, weekends, and holidays may be required in exceptional circumstances.

This person may risk injury on occasion due to clients being frightened or resistive and meets the public 90% of the time.

Work is performed in the office environment as well as in the public with all types of people, some in crisis.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head Signature \_\_\_\_\_