

Harvey County Job Description

Job Title: Community Health Nurse

Department: Health

FLSA Status: Non-exempt

Range: 20

Approved Date: August 29, 2017

Summary: Under the direct supervision of the Assistant Director, this non-exempt position is responsible for work involving direct nursing services for clients in open and satellite clinics. Duties include immunizations, STI, child health and adult health nursing programs. Special assignments may be given to Community Health Nurse. Work includes planning for and carrying out public health nursing programs and coordinating these programs with related services. Work is performed with latitude for professional independence and in accordance with established agency policies and procedures. This position is cross trained to work in all public health nursing services.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Community Health Nurses will be cross trained and may have special assignments.

- Provide maternal and child health services.
- Work closely with Healthy Start Home Visitor to ensure integrity of Maternal and Child Health program.
- Evaluate clients' immunization status and determines appropriate action based on written protocols.
- Responsible for obtaining laboratory specimens for the screening and/or the diagnoses of communicable diseases.
- Provide screenings for hypertension, dental, and urinalysis and determines appropriate actions based on referral criteria.
- Perform and read Mantoux skin testing for screening in tuberculosis control.
- Provide health education regarding communicable diseases, family planning and sexually transmitted diseases to clients, parents and the general public.
- Provide physical assessments with appropriate referrals and follow up.
- Refer eligible clients to WIC program.
- Collaborate with WIC personnel to ensure quality services for clients.
- Counsel the client and family in meeting health needs including health promotion, nutrition and illness care.
- Screen for head lice and determine appropriate action based on written protocols.
- Responsible for the general functions and applications of the Maternal-Child Health program.
- Responsible for assisting with other Health Department programs such as immunizations, STI/HIV, emergency preparedness, clinic operations and

specifically for the appropriate nursing care, referral and follow up for individual clients.

Maternal and Child Health

- Provide initial and on-going nutritional and psychosocial assessments to Maternal and Infants and Healthy Start clients.
- Provide referrals to prenatal, medical and social services as necessary.
- Provide general health education for all MCH clients, including, but not limited to, pregnancy, breastfeeding, reproductive health, child growth and development, nutrition, alcohol and drug use/abuse, and child abuse and neglect.
- Work with local prenatal care providers to ensure early and adequate prenatal care.

Immunization Program

- Review clients' histories to determine vaccination needs.
- Provide education regarding immunizations including risks and benefits.
- Administer immunizations per health department protocols as appropriate for each individual client.
- Document services provided.
- Report any vaccine adverse events to VAERS and Assistant Director or Director.

STI

- Assess client risk factors.
- Provide education regarding STIs and safe sex practices as appropriate.
- Collect specimens for STI testing.
- Complete lab requisition and prepare specimen for shipment to lab.
- Provide STI treatment per protocol.
- Maintain KIPP site standards.
- Notify Disease Investigation Specialist (DIS) for assistance with other STI cases.
- Review clients' histories and discuss benefits and risk factors or contraindications to contraceptive methods.

Dental

- Provide dental screenings to children and adults.
- Make referrals to area dentists or other area agencies as needed for dental care.
- Document services provided.
- Participate in educational updates.

Kan-Be-Healthy Screenings/Child Health Physicals

- Conduct comprehensive nursing assessments on children/youth and records findings in health records.
- Perform independent nursing functions that are consistent with the Kansas State Nurse Practice Act.

- Refer children/youth for further evaluation and/or treatment by their primary care provider or appropriate health care specialist when clinical findings or other circumstances warrant.

Harvey County Employee Physicals

- Conduct comprehensive nursing assessments on adults at the request of Harvey County Personnel Director. Assessments include, but are not limited to: obtaining health history, vision, hearing, hypertension, and proper body mechanics.
- Refer abnormal findings to primary care provider.
- Document services provided and any follow-up contact(s).

Marginal Duties and Responsibilities include the following. Other duties may be assigned.

- Outreach clinics and educational services.

Supervisory Responsibilities:

None

Competencies:

Customer Focus and Public Relations - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Safety - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and effectively interpret information'

Accountability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and/or Experience:

Bachelor's degree from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

Preferred Education and/or Experience:

Master's degree or equivalent; or four to five years related experience and/or training; or equivalent combination of education and experience. Fluent in Spanish is preferred.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Technical:

Abides by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) including the confidentiality agreement.

Computer Skills:

Must possess strong computer skills that at a minimum include Microsoft Office Suite products including Word and Excel.

Certificates, Licenses, Registrations:

Current license as a registered nurse by the Kansas State Board of Nursing
Driver's license
Maintain current CPR certification

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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to smell.. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

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 functions.

While performing the duties of this job, the employee is occasionally exposed to chemicals and may be exposed to communicable diseases. The noise level in the work environment is usually moderate.

Signature/Approval

_____	_____
<i>Employee</i>	<i>Date</i>
_____	_____
<i>Supervisor</i>	<i>Date</i>
_____	_____
<i>Department Director</i>	<i>Date</i>

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.