

# HENRY COUNTY GENERAL HEALTH DISTRICT

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Class Title:</b>	Public Health Nurse 2	<b>Employee Name:</b>	
<b>Class Number:</b>	01022	<b>Position Title:</b>	Public Health Nurse
<b>PCN:</b>		<b>EEO Status:</b>	02
<b>Dept./Section:</b>	Personal Health Services	<b>Civil Service Status:</b>	Classified
<b>Unit:</b>	Clinic	<b>Employment Status:</b>	Part-time
<b>Reports To:</b>	Director of Personal Health Services	<b>FLSA Status:</b>	Nonexempt
<b>Pay Grade:</b>	7	<b>DOT/O*Net Code:</b>	075.124-014

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**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Graduate of an accredited school of nursing plus two (2) years prior experience in medical/surgical nursing; experience in clinical public health a plus; or equivalent combination of education, training, and experience; bilingual (Spanish) skills preferred.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be a Registered Nurse (RN) in the State of Ohio; cardiopulmonary resuscitation certification (American Heart Association) may be obtained after employment; must maintain a valid State of Ohio driver's license; must maintain insurability in accordance with Health District policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Standard business office equipment (e.g., computer, telephone, copier, fax machine, etc.); medical equipment, devices, and instruments; motor vehicle operation (may operate county-owned vehicles); MARCS radio.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of: sharp objects, needles, and medical instruments; upset or emotionally distraught individuals; blood, bodily fluids, and tissues; potentially dangerous/fatal infectious diseases; hazardous driving conditions (e.g., snow, sleet, ice, etc.); chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); transporting and lifting of awkward size boxes and containers; physical demands include, but are not limited to: frequent standing, sitting, bending, stooping, or stretching; frequently lifts objects 25 pounds or less; frequently carries objects 25 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less; may occasionally be called upon to lift/assist clients in excess of 20 pounds; may work in a variety of environments (e.g., clean and organized, small, cluttered, dirty, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

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Developed by:

Date Adopted: 12/15/2010

Clemans, Nelson & Associates, Inc.

Date Revised: 2/7/2014

Dublin, OH 43017

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In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**GOE: 10.02.01 STRENGTH: M GED: R5 M4 L5 SVP: 7 DLU: 77**

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<b>Class Number:</b>	01022	<b>Position Title:</b>	Public Health Nurse

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Under the supervision of the Director of Personal Health Services, provides public health services to clients as part of the Henry County Health District's services in the clinics, community, and/or home (e.g., takes vital signs, laboratory samples, etc.); gathers and records client data; provides services in accordance with client assessment (e.g., performs lice checks, administers vaccines, etc.); disseminates educational material to clients (e.g., adverse reaction instructions, informed consent materials, etc.); completes proper documentation detailing service delivery in accordance with policy and procedure (e.g., accurately and thoroughly charting, etc.); refers clients to other public health agencies, social service programs, or medical specialists, as needed.
2. Under direction, utilizes nursing and public health principles to determine public health needs of individuals, families, and aggregate groups; coordinates health promotion programs and screening activities in health clinics, schools, occupational, and other community settings; conducts outreach and case finding activities; may be assigned to any number of programs as needed (e.g., BCMH, family planning, immunizations, school nursing, communicable diseases, etc.).
3. Delivers various complex public health services to Henry County Health District program participants; interviews clients to determine needs for services; develops and administers medical plans based on client needs; disseminates education materials to program participants; refers clients to other public health agencies, social service programs or medical specialists as needed; documents the delivery of services in accordance with policy and procedure; conducts home visits as needed or directed.
4. Prepares documents and maintains records and daily logs; compiles and prepares reports for submission to the ODH; updates records to ensure accuracy and completeness; participates in the collection and assessment of data, identification of needs, and program development for population aggregates and the community; collects project and/or community health statistics to assess program effectiveness or determine community health needs; represents the agency to the community through participation in committee and community activities, networking, and collaborating with colleagues in the community, public speaking, and other interactions with the public; assists in disease investigations and communicable disease follow-up; disseminates educational material as appropriate.
5. Conducts school visits as determined necessary; assists school authorities in referring problems; provides required school screenings; coordinates and conducts health screenings in health clinics, occupational settings, and other community settings; conducts assessments and administers immunizations; refers clients with special needs to appropriate resources/programs; presents

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selected health education programs in the community or schools; instructs and counsels clients in selecting behaviors for a healthy lifestyle; conducts outreach and case finding activities to promote positive health programs.

6. Assumes responsibility as directed for maintaining the supply and materials inventory necessary for clinic operations; monitors vaccine stock and clinical materials inventory; tracks usage and orders supplies as needed; receives inventory shipments and updates records to reflect receipt of items; performs monthly inventory of supplies and prepares reports of item usage in accordance with policy and procedure; independently conducts nursing assessments; provides case management services as appropriate for client participation in public health programs.
7. May be assigned to monitor status of vaccine storage equipment (e.g., freezers, refrigerators, coolers, Sensaphone, etc.); may be required to contact technical support, label as to content, and other items (e.g., Do Not Unplug, etc.); monitors temperatures during clinics; changes vaccine refrigerator wheel; changes batteries as necessary; may be required to respond to be on call for out of compliance temperature incidents.
8. Participates on quality improvement teams and/or employee work groups (e.g., identifies opportunities for improvement, contributes ideas for improving Health District operations and services, etc.).
9. Attends meetings, conferences, and seminars, as assigned; participates in community health fairs; participates in clinics (e.g., immunization).
10. Demonstrates regular and predictable attendance.
11. Maintains all required licensure and certifications.
12. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
13. Maintains confidentiality as appropriate under Health District policy and all applicable laws and regulations.

### OTHER DUTIES AND RESPONSIBILITIES:

14. Participates in Health District disaster preparedness activities; may be required to report to work outside normal working hours during an emergency.
15. Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Henry County Health District.

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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

**Knowledge of:** nursing techniques and methodologies in detection, prevention, and treatment of disease and disability; child development; agency policies and procedures\*; safety practices and procedures; agency goals and objectives\*; public health; health education; state and federal nursing care requirements; clinical nursing techniques; diagnostic testing; documentation and clinical recordkeeping as related to public health/home health; available community resources\*.

**Skill in:** use of medical equipment, instruments, and materials in examination/treatment of clients; use of modern office equipment; motor vehicle operation.

**Ability to:** recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; prepare accurate documentation; compile and prepare reports; write instructions and specifications; use proper research methods to gather data; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; demonstrate cultural competency\*; develop and maintain effective working relationships; travel to and gain access to work sites.

**POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:**

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)