JOB SUMMARY:

Under the general supervision of the team supervisor, provides a wide range of nursing services to promote public health. These services are performed in clinics, homes, schools, and other community settings. The responsibilities include, but are not limited to; conduct clinical nursing services, provide health education, collaborate with community partners, investigate disease outbreaks and respond to public health threats. Must demonstrate strong technical skills, experience providing health education and ability to exercise independent nursing judgment. Nurses must be able to practice in compliance with Title X, Michigan Public Health Code, CDC and other relevant minimum program requirements.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Provides public health nursing and case management services to individuals and families in homes, community facilities and specialized clinics by assessing health care requirements, counseling, teaching and providing or coordinating follow-up health and social services.

2. Interviews and counsels patients, performs screening tests, administers medications and treatments, records data, makes referrals and performs related patient care duties.

3. Coordinates nursing activities for individual clients and families with other community social and health agencies and programs and ensures compliance with health and safety codes.

4. Provides case management services; develops and monitors care plans and ensures that follow-up services are provided and documented; acts as client advocate; and makes appropriate case referrals.

5. Participates in epidemiological investigations and communicable disease control activities including contact tracing.

6. Refers clients and/or families to appropriate community or public agencies to obtain services or assistance to improve or maintain social functioning and health; and refers clients to physicians when further medical intervention is indicated.

7. Records patient and treatment data in case notes, and ensures that client case records are properly documented and that confidentiality of client information is maintained.

8. Sets up clinic sites for scheduled clinic operations, ensuring that all equipment is operational, all instruments are available, pharmaceuticals are properly stocked, specimen kits are available, and all other supplies and operating materials are available.

9. Collects specimens and preserves and packages specimens for laboratory analysis.

10. Gives immunizations and dispenses prescribed medications.

11. May administer pregnancy and sexually transmitted disease tests; administer and read TB tests.
12. May provide follow-up nursing care, including administration of medications, at client worksites or in client homes.


14. Participates in the preparation and presentation of a variety of reports, presentation materials and other communication pieces for funding agencies, client populations, subcontractors, community groups and other agencies serving the client population, and the general public.

15. Ensures that all client services are provided in compliance with established standards of professional practice and ethics, and Health Department policies, procedures and quality standards.

16. Performs other related duties as assigned.

CONTACTS:

This position has frequent contact with:

1. Clinic patients. And their families.
2. Funding sources
3. Subcontractors.
4. Community health partners.
5. Michigan Department of Community Health.
6. External funding sources.
7. K-12 schools and institutions of higher education.
8. Student interns.
9. Civic and community groups and members of the general public.
10. Professional organizations.
11. Similar programs in other counties.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of the principles and practices of public health nursing.

2. Working knowledge of the principles and practices of intervention, prevention, support and/or other services for client populations.

3. Working knowledge of Title X, Medicaid, Plan 1st, MDCH and other federal, state and local statutes and regulations governing eligibility for and delivery of services to client populations.

4. Thorough working knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA.
5. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting health maintenance and health care.

6. Working knowledge of professional and ethical practice standards.

7. Basic computer literacy.

8. Knowledge of health care and other public and private human service resources available to client populations.

9. Ability to interact positively with patients, co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.

10. Thorough working knowledge of case documentation standards and requirements.

11. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting health maintenance and health care.

12. Good organizational skills and ability to prioritize the workload.

13. Working knowledge of medical records documentation standards.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's of Science Degree in Nursing (B.S.N.) from an accredited college or university or R.N. degree from an accredited nursing program and one year of progressively responsible and demonstrably successful experience in public health nursing.

LICENSES AND CERTIFICATIONS:

Possession of valid State of Michigan certification as a Registered Nurse.

Individuals in this classification provide services to clients in a variety of locations throughout the County are responsible for providing their own transportation.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances, and devices to increase mobility.

WORKING CONDITIONS:

Work is generally performed in a normal office environment. Delivery of nursing care to client patients may entail exposure to a variety of disease vectors and potential exposure to bloodborne pathogens.