



Winnebago County

*The Wave of the Future*

## JOB POSTING

<b><u>POSITION TITLE:</u></b>	<b>Public Health Nurse</b>
<b><u>LOCATION:</u></b>	Public Health
<b><u>HIRING RANGE:</u></b>	\$61,344-\$67,630/Yr.
<b><u>STATUS:</u></b>	Full time
<b><u>HOURS PER WEEK:</u></b>	40
<b><u>WORK HOURS:</u></b>	8:00 am – 4:30 pm

**APPLICATION DEADLINE: Recruitment will be ongoing**

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *January 2023*

<b><u>POSITION TITLE:</u></b>	<b>Public Health Nurse – Healthy Lifespan Division</b>
<b><u>DEPARTMENT:</u></b>	Health
<b><u>PAY BASIS:</u></b>	Salaried or Hourly if Part-time

**PURPOSE AND SUMMARY:**

Public Health Nurses leads and coordinates efforts to organize community members and partners to collaborate on identifying needs of our Winnebago County population. Focuses on prevention of illness, injury or disability, the promotion of health, and maintenance of the health of populations in accordance with standards, codes, and regulations of the Wisconsin Department of Health Services and Winnebago County.

**ESSENTIAL FUNCTIONS:**

1. Plans and provides health assessments, programs, projects, interventions, and strategies at the individual, family, or community level (e.g., care management, education, referral, and policy, systems, and environment change) that is culturally appropriate to achieve relevant objectives and goals (e.g., understanding health prevention, disease management and community resources and improving individual/community health).

2. Builds and maintains relationships with community agencies and members who are committed to improving the health of the community. Serves as a member and possible facilitator of local collaborative groups, and participates as a member of local and state public health committees.
3. Assists in conducting community population assessments through the collection, monitoring and analyzing of health data to help determine needs of the population and work with governmental and community partners to help fill gaps and improve policy, systems or the environment to improve health.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Develops, implements and manages programs within their assigned division roles.
2. Maintains adequate records according to statutes, codes, standards, policies and procedures
3. Provides screening, testing, education, prevention, and investigation of communicable diseases in accordance with Wisconsin Statutes, if applicable to assignment.
4. Maintains knowledge and provision of immunization services to all age groups, if applicable to assignment.
5. Maintains client confidentiality and follows HIPPA rules and regulations.
6. Advocates for needs of clients and all community members related to services, systems and policies.
7. Reports to work as called in 24/7 in a public health crisis or emergency and performs public health emergency response duties as assigned and consistent with training provided.
8. Participates in public health emergency response training and drills.
9. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups and contributing to a work environment where continual improvements in practice are pursued.
10. Participates in planning for development and operation of the agency, including, but not limited to, assistance in coordination of agency services with other community services, orientation of new staff to the service, quality improvement, quality assurance, performance management, and supervision of students, interns, and volunteers.
11. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Public Health Supervisor
2. This position is part of the Healthy Lifespan Division and will work with a variety of professions (e.g., nurses, health strategists, epidemiologists, communication).
3. Works with community coalitions, community organizations, Winnebago County Human Services, health care providers, health care organizations, Winnebago County Housing Authority and the public.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree in nursing.
2. One year or more of public health nursing or general hospital experience is preferred.
3. Current WI license as a Registered Nurse.
4. Current WI driver's license.
5. Current CPR certification.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of: epidemiology, statistical analysis, disease prevention, universal precautions and infection control, blood borne pathogens, respiratory protection, health promotion, behavioral change, group process, community/organizational development theory and techniques.
2. Proficiency with personal computers and Microsoft Office programs (Excel, Word, PowerPoint, Outlook), Google applications, and social media.
3. Ability to present communicable disease information to groups, if applicable to position.
4. Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
5. Thorough knowledge of the community agencies and resources.
6. Comprehensive knowledge and skill in current nursing practice and working knowledge of public health programs and public health sciences.
7. Knowledge of legal limitations and standards of nursing and medical practice in WI.
8. Ability to work in an environment without an on-site supervisor or physician.
9. Knowledge of nursing and program quality assurance measures.
10. Ability to implement the nursing process: assessment, problem identification, care planning, intervention, follow-up, and evaluation.
11. Ability to communicate with persons of varying levels of education, understanding, and values and work with diverse populations in a culturally sensitive manner.
12. Ability to communicate effectively both orally and in writing in a timely manner and maintain confidentiality at all times.
13. Ability to effectively complete disease investigation interviews both on the phone and in the field, if applicable for position.
14. Knowledge of staff management, training, supervision and evaluation techniques.
15. Ability to demonstrate leadership, independent judgement and critical thinking skills.
16. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.
17. Ability to accommodate flexible scheduling to address program or client needs.

#### **PHYSICAL REQUIREMENTS:**

1. Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, palpating, writing and repetitive motions.
2. Exert up to 30 pounds of force occasionally, and minimal amount of force constantly, to move objects.
3. Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
4. Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.
5. Ability to work in adverse weather conditions, and uncomfortable indoor environments during a public health crisis or emergency. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as ice/snow, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
6. Employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.