

CLOUD COUNTY HEALTH DEPARTMENT**REGISTERED NURSE
PUBLIC HEALTH & HOME HEALTH**

POSITION SUMMARY

Under the administrative supervision of the Health Department Administrator, the Registered Nurse is a non-exempt position under FLSA. This position works independently and cooperatively to provide home health services; women's health services; physical and developmental assessments; maternal and child health services; immunization services; health screening services; nutritional assessment/counseling services; school health services; child care facility oversight; health education; and communicable disease control. The Registered Nurse performs within written protocols developed in conjunction with a consulting physician. This position requires excellent organizational, communication, and public relation skills. In a public health emergency the Registered Nurse will provide surveillance, investigation, control measures and public information in disease outbreaks and collaborate with other agencies in biological, environmental, and weather emergencies.

ESSENTIAL FUNCTIONS

(The following is used as a partial description and is not restrictive as to duties required.)

- Coordinates home health services into client care plans through written doctor orders; coordinates patient care scheduling; provides skilled nursing care; assesses patient's eligibility for Medicare, Medicaid, Senior Care, or Private Pay; assesses patient's medical needs and documents accordingly while following Medicare certification standards;
- Provides nursing consultation and health education regarding home health, women's health services, human sexuality, pregnancy, breast-feeding, parenting, nutrition, communicable diseases, high-risk behavior, immunizations, and tobacco;
- Work after hours as needed and take home health call;
- Follow agency policies and procedures;
- Perform collection of laboratory specimens;
- Monitor communicable disease contacts, providing treatment counseling and follow-up;
- Provide child health assessments with referral as indicated;
- Order program specific medical and pharmaceutical supplies;
- Assist with program planning, operation, and evaluation including management of grants;
- Provide outreach to community;
- Supervises subordinate personnel;
- Maintains client confidentiality; HIPAA compliant;
- Performs other duties as deemed necessary or assigned;
- In a public health emergency this position will know the chain of command and management system and when to activate. (See SNS SOG). Know where to locate the local emergency plan and/or pertinent contributing plans/resources. Participate in continuing education to maintain up to date knowledge in areas relevant to emergency response. Apply appropriate techniques for safety and personal protection. Assist with distribution of mass prophylaxis or vaccination. Other duties as assigned at the time of an emergency.

POSITION REQUIREMENTS

EXPERIENCE: One to three years similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

EDUCATION: Must be graduate from an accredited Nursing School. Current Registered Nurse license in the State of Kansas, CPR certification, and a valid Kansas Driver's License.

TECHNICAL SKILLS: A thorough knowledge of nursing assessment skills. The ability to operate various medical equipment with a high level of accuracy, office equipment including basic computer skills. The ability to read and interpret patient charts, reports, policies, written instructions, excellent supervisory, organizational, public relations, and oral and written communication skills is required. This employee must be able to maintain confidentiality.

PROBLEM SOLVING: Independent decision making is a factor in this position. This employee makes decisions about making appropriate referrals for clients, prioritizing daily work assignments, and training subordinate personnel.

SUPERVISION: This employee works under the direction of the Health Department Administrator or Assistant Administrator/Public Health Coordinator. This employee exercises supervision over subordinate personnel.

FINANCIAL ACCOUNTABILITY: This employee is responsible for county equipment and resources. This employee does not participate in the annual budget process but may be responsible for management of grant funds.

PERSONAL RELATIONS: Daily contact with the general public, subordinate personnel, co-workers, and supervisory personnel is expected.

WORKING CONDITIONS: Some adverse working conditions exist within this position. Exposure to human blood and body fluids, all types of weather conditions, and communicable disease is expected.

PHYSICAL REQUIREMENTS: 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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Activity involving lifting, stretching, twisting, stooping, bending, pulling, ability to get up and down, stair climbing, good balance and use of good body mechanics. The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

(The specific statements shown in each section this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.)