DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING

Job Classification: One (1) Full-time Public Health Nurse
                      Grant Funding – Thirty (30) Months (approximately)

Base Site: TBD

Grade: 8

Rate of Pay: Starting $20.44 hour - Step 5 $25.48 hour

The qualifications listed below represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines to be considered along with other job-related selection or promotional criteria.

General Summary

• Under the supervision of the Community Health Director, participates in public health nurse service delivery in a variety of public health programs. The specific programs will change based on the needs of the department. Currently those programs are: Children’s Special Health Care Services Case Management, Lead Poisoning Prevention visits, Immunization Education Provider visits, primary care telehealth office visits, and clinic back-up for Immunization, Family Planning, WIC and communicable disease surveillance and prevention. Travel Required.

Essential Functions

• Participates in the operation of health clinics and home visitation. Administers immunization and injectable medications; dispenses family planning information; performs blood pressure screenings; makes appropriate referrals; assesses various test and screening results such as urine analysis, hematology and correlates them with health history, physical inspection and physical assessment, communicable disease care investigation and referral for other services.
• Provides teaching to clients and families relative to nutrition, health care, medication, pregnancy, communicable diseases and other subjects as needed by the client.
• Maintains patient records per protocol and adhering to HIPAA.
• Preparers program activity reports.
• Other duties as assigned.

This list is not inclusive of the total scope of job functions to be performed.

Education/Training

• Possession of RN License or bachelor’s degree in Nursing is preferred or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
• Extensive experience in providing services to children ages 0-5 (beginning at birth) and their parents.
• Experience in working with culturally diverse communities and families and the ability to be culturally sensitive and appropriate.
• Clinical experience preferred.
• Knowledge of community resources/services necessary.
• Must be flexible and able to manage a variety of settings and programs that quickly changes.

Other Requirements

• Successful completion of CPR training and certification is a condition of continued employment.
• Initial/annual training pertaining to OSHA’s Blood Borne Pathogen Standard is a condition of continued employment.
• Availability of personal transportation driver’s license.
• Computer proficient.

Applications are available at District Health Department No. 2 offices. Submit application/resume to District Health Department No. 2, 630 Progress, West Branch, MI, 48661 or e-mail your resume to vsherosky@dhd2.org. This position will be posted until filled, with first review on August 11, 2020.

District Health Department No. 2 is an Equal Opportunity Employer

Posted: August 5, 2020