

**DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING**

Job Classification: Four (4) Part-Time Public Health Nurse/
COVID-19 Case Investigators (Temporary thru December 30, 2020)

Base Site: TBD

Rate of Pay: Starting: \$20.00 (Contract, non-union)

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 the Communicable Disease and Immunizations Programs. Travel Required.
- Flexible hours. Works includes weekend and holidays.

Essential Functions

- Call all newly diagnosed COVID-19 cases to provide information on health and self-care, isolation requirements and contact identification following established guidelines.
- Call all identified contacts to provide information on quarantine requirements and self-care during quarantine.
- Notify the COVID program nurse coordinator of business or schools impacted and of positive cases among their workforce or customers and verify potential workplace exposures.
- Provide on-going support and information as needed to cases and contacts, and refer to community resources as needed.
- Provide written notification to employers and other entities confirming dates of quarantine/isolation as needed.
- Maintain updated knowledge of COVID management and testing guidelines. Attend update meetings.
- Assist in managing outbreaks.
- Maintains patient records per protocol and adhering to HIPAA.
- Administers Immunizations and participates in testing/vaccination events.
- Other duties as assigned.

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

Education/Training

- Possession of Michigan Register Nurse License, a Masters of Public Health or a License Practical Nurse.
- 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.

Other Requirements

- 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 October 9,2020.

District Health Department No. 2 is an Equal Opportunity Employer