

**POSITION DESCRIPTION  
COUNTY OF STEUBEN, INDIANA**

**POSITION:** Public Health Nurse – Community Health and STI  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F

**DATE WRITTEN:** March 2023                      **STATUS:** Part-Time  
**DATE REVISED:**                                      **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as a Public Health Nurse – Community Health/ STI for the Health Department under the direct supervision of the Director of Public Health Nursing. The Public Health Nurse is responsible for providing timely clinical nursing services to prevent and/or treat infectious disease transmission within the community, interact with community medical providers and to provide education and community referrals to assist clients in achieving optimal personal health.

**DUTIES:**

Responsible for conducting sexually transmitted diseases (STD) exams including, but not limited to, health history, specimen collection, phlebotomy, treatment per protocol, Clinical Laboratory Improvement Amendments (CLIA) waived testing and education, specifically for HIV/STD Prevention Division clients.

Perform field testing which includes finger sticks/venipuncture and transporting specimens while maintaining proper chain of custody

Investigate sexually transmitted infection (STI) reports, and related casework

Responsible for specimen collection and all associated tasks during patient visits.

Provide educational and risk reduction behavioral information.

Elicit contact information for active disease intervention or sex partner notification.

Assist with organizing, scheduling and carrying out community outreach for mobile/off-site clinics, community outreach educational programs and community health screenings on a weekly basis. Drives and maintains mobile unit supplies and readiness for outreach events.

Participates in communicable disease control activities, including implementing general preventive measures, making early identification of disease and providing care and supervision to reduce effects of disease under the direct supervision of the Director of Public Health Nursing.

Provides medical care not beyond the incumbent's scope of practice in office and/or patient homes as referred by physicians and/or health agencies, including making physical assessments, providing information, making referrals and administering medications, injections and treatment as ordered under the direct supervision of the Director of Public Health Nursing.

Prepares patient charts for upcoming clinical and outreach appointments.

Maintains current, accurate patient records through data entry into the correct electronic medical record systems (EMR) including, but not limited to, immunization records, TB results, and diagnostic results.

Responds to telephone calls and questions from the public, including scheduling appointments, making referrals, counseling and providing other health-related information through collaboration with and as delegated by the Director of Public Health Nursing.

Cross-trains as needed in other nursing programs for provision of immunizations, and related communicable disease prevention services.

Performs all other duties as assigned.

#### JOB REQUIREMENTS:

Current Indiana Registered Nurse license or LPN in good standing, and experience in public health,

Tuberculosis (TB) skin testing within three months of employment.

CDC STD Clinical Intensive Training within six months of employment

Comprehensive knowledge of and ability to make practical application of public health laws, programs and sciences, and accepted principles and practices of public health administration.

Experience working with culturally and economically diverse populations, including all genders and ethnicities; gay/bisexual/transgender populations, and people living with chronic disease, substance users and persons with mental health diagnosis.

Thorough knowledge of standard immunization practices, procedures and potential complications, with ability to effectively administer injections, supervise clinics, maintain appropriate schedules and resolve problems as needed.

Working knowledge of health and social services available to county residents, and ability to coordinate services and facilitate referrals as appropriate.

Ability to effectively examine and screen individuals, assess needs, and provide information, treatments, assistance and referrals as appropriate.

Ability to properly use various medical equipment, including stethoscope, sphygmomanometer, thermometer, microscope and scale.

Ability to effectively communicate orally and in writing with co-workers, state and local health agencies, medical personnel, community service organizations and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to properly use standard office equipment, including computer, printer, telephone and typewriter.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to compute and calculate test results and maintain confidentiality of Department records and information.

Ability to physically perform essential duties of the position, including driving, sitting/standing for long periods, lifting/carrying up to 25 pounds, reaching, bending, crouching/kneeling, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

National Incident Management System (NIMS) certification upon employment as required for all public health staff.  
Cardiopulmonary Resuscitation (CPR) Certification

CDC STD Clinical Intensive Training within six months of employment

Ability to understand, follow, memorize, and retain written and oral instructions.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and work on several tasks at the same time.

Performs related duties as assigned by the Director of Public Health Nursing, Administrator and Health Officer.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town, sometimes overnight, and respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

### **I. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope, involving many variables or considerations with interrelationships difficult to ascertain. Incumbent performs according to well-established standard practices of the profession and standard Department policies and procedures. Incumbent exercises independent judgment in effectively examining, screening and assessing individual needs, and providing information, counseling, assistance and referrals.

### **II. RESPONSIBILITY:**

Incumbent ensures proper implementation of public health programs according to technical specifications and standard practices of the profession. Incumbent works with moderate supervision, referring to supervisor any unusual and/or unprecedented situations, such as circumstances not covered by existing policies and procedures, adverse reactions to immunizations and non-compliance of clients. Work is periodically reviewed for soundness of judgment, adherence to instructions/guidelines and compliance with Department policies and procedures.

### **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact and communications with co-workers, personnel and officials from other County departments and other government agencies, state and local health agencies, medical personnel, community service organizations and the public for the purpose of exchanging information, controlling and monitoring communicable diseases and providing educational programs and referrals.

Incumbent reports directly to the Director of Public Health Nursing, but also remains under the indirect supervision of the Administrator and Health Officer.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, medical setting and at various residential sites, such as patient homes and institutions. Duties involve driving, sitting/standing for long periods, lifting/carrying up to 25 pounds, reaching, bending, crouching/kneeling, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is exposed to normal hazards associated with driving, such as adverse weather conditions, and normal hazards associated with public health nursing/medical care, such as communicable diseases and blood-borne pathogens, for which universal health precautions must be followed to ensure safety of self and others. Incumbent occasionally works extended, weekend and/or evening hours and occasionally travels out of town, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Clinic Coordinator for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name