

# South Heartland District Health Department

## Job Description

<b>TITLE:</b> Community Health Nurse	<b>OCCUPATION:</b> Public Health Administration
<b>AGENCY:</b> South Heartland District Health Department	<b>FLSA STATUS:</b> Non-Exempt
<b>EMPLOYMENT STATUS:</b> Full-time Regular	<b>DATE:</b> October 2022
<b>REPORTS TO:</b> Prevention Programs Supervisor	<b>SALARY RANGES:</b> Mid-Level: \$25.44 - \$30.00/hr High-Level: \$29.68 - \$38.00/hr

### QUALIFICATIONS:

**GENERAL:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION:** RN or BSN required

**EXPERIENCE:** One or more years of experience in public health or related field. Vaccine management and immunization clinic experience desired.

### CERTIFICATE, LICENSES, REGISTRATIONS:

- Registered Nurse licensed in the State of Nebraska
- Valid driver's license
- Must carry Professional Liability Insurance (minimum one million dollars per occurrence, \$3M aggregate) to be paid by the employee.
- Vaccination requirements: TB baseline, Tdap, MMR, Hepatitis B, Varicella, Influenza, up-to-date on COVID-19.

**JOB SUMMARY:** Works under limited supervision of a Programs Supervisor to manage community health nursing services to children and adults meeting eligibility for state and federal programs and other underserved clients in the four-county health district. Activities will include, but are not limited to: vaccination, vaccine management, contributing to community health education and vaccination promotion, outreach to underserved populations for vaccination services. Position will be responsible for implementation of evidence-based strategies to promote child and adult immunizations, and access to health care for all South Heartland residents. Responsibilities also include program measurement, evaluation and reporting.

**JOB DUTIES** may include (*Illustrative only*):

- Manages vaccine and immunization services; implements *Vaccine for Children, Adult Vaccine* programs and emergency vaccination services (e.g., COVID-19, Monkeypox) to eligible populations in the South Heartland district.
- Reduces barriers to services for underserved populations.
- Trains and supervises other staff and volunteers in immunization clinic services responsibilities.
- Works with Nebraska DHHS Immunization Program staff and maintains strong communication with SHDHD's Medical Director to implement immunization program in compliance with all policies.
- Utilizes the Nebraska State Immunization Information System (NESIIS) to manage vaccine and immunization records.
- Records activities and data in local and state electronic databases and retrieves data summaries from databases for outreach planning and program reports.

- Informs eligible individuals about the availability of health services, including immunizations and screenings as well as timely treatment and referral of health/dental/mental health conditions.
- Promotes preventive health and wellness behaviors.
- Collaborates with other SHDHD staff to provide standardized health assessments to determine health or behavioral health needs, use of health services and barriers to care.
- Develops and enhances effective working relationships with community agencies, regional/state partners, and local health, dental, vision and mental health care providers.
- Educates public and provider/community partners on public health activities and services available through SHDHD.
- Collaborates with epidemiology team on disease investigation and immunization activities.
- Participates in preparation of a variety of monthly and quarterly reports on program activities and operations for Board of Health and funding agencies. Maintains records to evaluate effectiveness and efficiency of program services.
- Works with other SHDHD staff to identify evidence-based strategies and implement the SHDHD Community Health Improvement Plan objectives, especially as they relate to access to health care, working with public and medical community cooperation and serves as a provider liaison to promote access to and effective utilization of health services.
- Participates in agency and program quality improvement and performance management processes.
- Applies ethical principles of public health within the department and in the community.
- Develops and displays cultural competency.
- Follows all established safety and emergency response procedures and departmental policies and procedures.
- Assures delivery of optimum service by making appropriate use of time to accomplish job objectives.
- Demonstrates professionalism and promotes good public relations.
- Performs other projects and duties as assigned by Prevention Supervisor or Executive Director.
- Understands Core Competencies for Public Health Professionals (Council on Linkages, October 2021).

**SCOPE OF AUTHORITY:** Employee is responsible for supervising other personnel and volunteers.

**SCOPE OF CONTACT WITH CLIENT POPULATION:** In the course of performing the duties of this job, the employee will encounter and need to work effectively with volunteers, board members, local and state government officials, media, representatives of community organizations, and interested/impacted individuals from preschool to the geriatric age group, from varying cultural and ethnic backgrounds, from diverse regional locations, and from differing service-related industries.

**FINANCIAL:** Contributes to development and management of the program budgets.

**SECURITY/ACCESS:** This employee will be issued picture identification and understands and complies with agency security/access policies and procedures.

**EXPOSURE TO HAZARDS:** General office environment. Will be required to respond into the field in the event of an emergency. Extensive travel within the South Heartland District and to trainings essential. Use of department-rented vehicle and/or personal vehicle in job performance required. Regular travel outside of district for trainings, meetings and conferences. Reliable transportation is required. The employee may need to drive in inclement weather and must have the ability to navigate out-of-town travel. Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this position, the employee is occupationally exposed to outside weather conditions. Although universal precautions will be encouraged, there may be a slight risk that the employee can be exposed to a communicable disease or an unsanitary environment while delivering health services or working on a surveillance activity. The employee may be exposed to a variety of environments when visiting disaster sites, such as high noise

levels, dust and pollution, for short periods of time. Will require some scheduled evening and weekend work activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to plan, organize, coordinate, administer and evaluate the effectiveness of programs and the provision of services related to public health;
- Working knowledge of community resources, public health programs and public health trends;
- Ability to prepare simple budgets, operating reports and a variety of other reports relative to program activities;
- Ability to analyze and organize data and prepare records and reports;
- Ability to utilize computer (esp., Microsoft Office and Access-based electronic databases) to support community health nursing activities;
- Ability to understand, issue and carry out complex oral and written directions;
- Ability to maintain a high standard of professional ethics;
- Physical condition commensurate with the demands of the position.

### **CORE COMPETENCIES:**

*Note: SHDHD is aligning all positions with the Core Competencies of Public Health. The Immunization Clinic Nurse is considered a Tier 2 – Program Management/Supervisory Level\*. These core competencies are goals for this position to be aware of and work toward:*

#### **Analytical/Assessment Skills**

- Describes factors affecting the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Describes assets and resources that can be used for improving the health of a community

#### **Policy Development/Program Planning Skills**

- Contributes to development of program goals and objectives
- Contributes to implementation of organizational strategic plan
- Implements policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement

#### **Communication Skills**

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches.
- Communicates information to influence behavior and improve health.

#### **Cultural Competency Skills**

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community.
- Describes the ways diversity may influence policies, programs, services, and the health of a community.
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.

#### **Public Health Sciences Skills**

- Describes the foundation of the field of public health.
- Identifies prominent events in the history of public health
- Describes public health and the delivery of the 10 Essential Public Health Services

### Community Dimensions of Practice Skills

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community.
- Recognizes relationships that are affecting health in a community.
- Suggests relationships that may be needed to improve health in a community
- Collaborates with community partners to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community

### Financial Planning and Management Skills

- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Operates programs within budget
- Uses evaluation results to improve program and organizational performance
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

### *\*About the Core Competencies:*

*Tier 2 competencies apply to public health professionals in program management or supervisory roles. Responsibilities of these professionals may include developing, implementing, and evaluating programs; supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; making policy recommendations; and providing technical expertise (from: Core Competencies for Public Health Professionals, Council on Linkages Between Academia and Public Health Practice, 2021).*