



Noble County Health Department
2090 N State Road 9
Albion, IN 46701

Position: Public Health Nurse I

Full Time: Monday through Friday/ 8:00 a.m.-4:00 p.m.

Salary: Determined by county matrix

Reports to: Health Officer

Position Overview:

The Public Health Nurse I is responsible for the administration of the clinical division of the Noble County Health Department (NCHD), management of clinical division employees, management of clinical division funds and grants, submission of necessary clinical reports, assurance of up-to-date public health emergency plans, and representing the clinical division of the NCHD to the County Commissioners, County Council, and Board of Health.

Essential Duties:

- Supervise assigned personnel, including communicating personnel programs/procedures, maintaining proper staffing levels, informing staff of organizational developments, providing orientation and training for new staff members, reviewing position responsibilities and responding to employee concerns.
- Ensure other health services employees are fulfilling their assigned responsibilities and duties.
- Provide annual health services employee evaluations with oversight of health officer.
- Cover for absent NCHD health services employees as needed for illness, vacation, lunch, etc.
- Interview and hire job applicants in cooperation with the Health officer and Deputy Health Officer.
- Manage the care of clients using established protocols.
- Ensure compliance with all applicable County Health Department policies and procedures, Indiana State Department of Health (IDOH) standards, HIPAA regulations, and all other federal and state laws relating to privacy, confidentiality and service delivery.
- Ensure that core public health clinical services are accessible to all Noble County residents including but not limited to vaccinations throughout the lifespan, lead testing and case management, infectious disease case management, tobacco/vaping prevention and cessation and chronic disease prevention and management.
- Educate the public on vaccine preventable diseases and conducts off-site clinics as needed.
- Assist with quarterly vaccination reminder recalls
- Respond to telephone calls and questions from members of the public, including scheduling appointments, making referrals, counseling, and providing health information as appropriate.
- Maintain current records and documentation of services provided, completing quarterly and annual reports as required by Health Board and regulating agencies.
- Coordinate and conduct school clinics, public health fairs, immunization clinics and educational presentations to the public as requested.
- Set quarterly and annual health services key performance indicators and conduct regular evaluation of key performance indicators.
- Develop policies, procedures, and new programs related to public health care.

- Serve on local boards, committees and task forces.
- Engage with the local and state health delivery system to assess and address gaps and barriers to health services and connect the population to needed health and social services that support the whole person, including preventive and mental health services.
- Participate in the district Health Equity Council and implement evidence-based strategies to advance equity in public health services.
- Participate in fatality review teams.
- Collaborate with county organizations meeting core public health services to support current services and/or create additional services.
- Create and maintain Memorandums of Understanding (MOUs) and/or contracts with area agencies in order to ensure core public health services not provided by the NCHD are accessible to Noble County residents.
- Conduct regular oversight and evaluation of agencies with whom MOUs and/or contracts are held with the NCHD.
- Manage financials of all health services funds and grants. Balance funds monthly with the auditor. Invoice for grants as required.
- Manage financials of all MOUs and/or contracts held with area agencies.
- Pay all health services invoices by creating claims using the NCHD accounting system.
- Collaborate with county police and fire departments, EMA and other county government agencies and healthcare providers on emergency preparedness plans and procedures.
- Identify leading causes of injury and fatality in Noble County and implement evidence-based interventions to address the causes.
- Maintain and validate local public health and medical partnership contact information for the county.
- Maintain and validate plans to ensure appropriate access to medically-necessary vaccines and therapeutics during public health emergencies.
- Attend trainings and obtain certifications and/or completion certificates for sessions or courses recommended or required by the county or IDOH.
- Engage with the community in a professional manner through all communication methods: in-person, telephone, email, social media, etc. Answer questions and refer to the appropriate person or department as needed.
- Respond to public health emergencies on a 24-hour basis.
- Perform related duties as assigned.

Requirements:

- High School Diploma or GED equivalent PLUS Nursing degree or degree in similar field
- Experience in public health field preferred
- Ongoing continuing education
- Up to date Healthcare provider CPR certification
- TB certification
- Accessible by phone at all times in case of emergency
- Thorough knowledge of and ability to practically apply federal, state, and local rules and regulations governing public health with the ability to conduct investigations, perform testing and sampling, and assure compliance with all legal requirements
- Work independently and with other employees
- Follow the policies and procedures of the NCHD, Noble County government, and IDOH

- Comply with federal, state, and local rules and regulations regarding public health
- Prioritize and manage time to accomplish duties and assignments within the work day
- Maintain working relationships with contractors, engineers, city and town officials, law enforcement, state and federal representatives, and co-workers
- Must be able to sit, stand, walk, keyboard, lift and carry objects 25 pounds and under, crouch, kneel, use close vision, and clearly communicate
- May be exposed to physical and health hazards associated with field work including but not limited to construction sites, food establishments, sewage, chemicals, animal/insect bites, infectious diseases, sharps hazards, and inclement weather
- Up to date on all ACIP recommended vaccines.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.