

PORTER COUNTY HEALTH DEPARTMENT

PART-TIME PUBLIC HEALTH NURSE

Department: Nursing Division

Reports To: Director of Nursing

Status: Part-Time

Pay Rate: \$31.00 per hour

Hours: Up to 28 hours per week

Work Schedule: Generally Monday–Friday, 8:30 a.m.–4:30 p.m., with occasional evenings, weekends, and special events as needed

POSITION SUMMARY

The Part-Time Public Health Nurse provides a broad range of public health nursing services to individuals, families, and communities throughout Porter County. This position supports the Porter County Health Department Nursing Division in promoting health, preventing disease, improving access to health care, and responding to public health needs.

The Public Health Nurse will provide services both within Porter County Health Department offices and throughout the community, including clinics, schools, businesses, community organizations, health fairs, outreach events, and other locations as assigned.

The position involves direct patient care, disease prevention and control, health education, screening, immunizations, testing, referrals, community outreach, data collection, documentation, and assisting residents in overcoming barriers to health care.

ESSENTIAL FUNCTIONS

Public Health Nursing Services

- Provides public health nursing services to children, adults, families, and community members in accordance with established policies, procedures, and accepted public health nursing practices.
- Assesses individual and community health needs and provides appropriate education, counseling, treatment, assistance, and referrals.
- Provides services both in the Health Department and at community locations throughout Porter County.
- Assists residents in identifying and overcoming barriers to health care access and connecting individuals with appropriate community resources.
- Provides health education and disease prevention information to individuals, families, and community groups.

- Participates in communicable disease prevention, surveillance, investigation, education, and follow-up as assigned.
- Assists with public health emergency preparedness and response activities as directed.

Immunization Services

- Conducts adult and childhood immunization clinics at Porter County Health Department locations and throughout Porter County.
- Administers routine, recommended, and required vaccines in accordance with current CDC, ACIP, Indiana Department of Health, and Health Department guidelines.
- Provides travel immunizations and travel-related health education as assigned.
- Provides adult vaccines, including but not limited to influenza, COVID-19, RSV, pneumococcal, shingles, hepatitis, meningococcal, and other vaccines appropriate for the patient.
- Provides childhood and adolescent vaccines according to recommended immunization schedules.
- Reviews immunization records and assists patients and families with identifying needed vaccines.
- Provides vaccine education, screening, consent, administration, documentation, and follow-up.
- Assists with vaccine storage and handling requirements.
- Checks and documents refrigerator and freezer temperatures daily and reports out-of-range temperatures immediately.
- Assists the Immunization Coordinator with quality assurance activities, vaccine inventory, record review, reporting, and other Immunization Program responsibilities.
- Performs accurate immunization data entry into applicable state and department systems.

Tuberculosis Services

- Performs tuberculosis screening and testing as assigned.
- Performs TB skin testing and reading after appropriate training and certification.
- Assists with TB evaluations, follow-up, education, referrals, and documentation.
- Provides education regarding TB prevention, exposure, testing, and treatment.
- Assists with TB-related communicable disease follow-up as directed.

STI and Sexual Health Services

- Provides sexually transmitted infection (STI) screening and testing as assigned and within the nurse's scope of practice.
- Assists with collection of appropriate specimens and performance of related testing.
- Provides confidential education regarding STI prevention, safer sex practices, testing, treatment, and follow-up.
- Assists with partner notification and disease prevention activities as required.
- Provides appropriate referrals for treatment, additional testing, medical care, and community resources.

- Maintains strict confidentiality and follows all applicable HIPAA and communicable disease requirements.

Health Screenings and Clinical Services

- Assists full-time nursing staff with health screenings throughout Porter County.
- Assists with office-based health screenings as needed.
- Participates in community health fairs and screening events.
- Performs or assists with approved clinical services and medical tests.
- Performs capillary and/or venous blood draws or obtains appropriate training to perform these services.
- Assists with other nursing procedures and clinical services as trained, authorized, and assigned.
- Maintains cleanliness, organization, and appropriate infection-control practices in clinic and treatment areas.
- Ensures clinical supplies and equipment are properly maintained and available for patient care.

Community Outreach and Education

- Participates in community outreach activities throughout Porter County.
- Represents the Porter County Health Department at health fairs, community events, schools, businesses, senior centers, community organizations, and other public events.
- Provides health education presentations and educational materials on topics including immunizations, communicable diseases, STI prevention, TB, chronic disease prevention, emergency preparedness, and other public health topics.
- Assists with planning, coordinating, staffing, and evaluating community health outreach programs.
- Builds positive relationships with community partners, health care providers, schools, businesses, social service agencies, and other organizations.
- Promotes Health Department programs and services and assists residents in accessing available resources.
- May conduct field visits and provide public health services outside the Health Department offices.

Documentation and Data Management

- Performs accurate and timely documentation of patient services.
- Completes required forms, reports, records, and electronic documentation.
- Performs data entry into applicable computer systems and public health databases.
- Maintains accurate and confidential patient records.
- Assists with program data collection, quality assurance, reporting, and evaluation.
- Maintains confidentiality of all Department records and patient information.

Professional Development

- Attends required in-service programs, professional education workshops, training seminars, and other educational opportunities.
- Maintains current knowledge of public health nursing practices, communicable diseases, immunizations, clinical procedures, and applicable state and federal requirements.
- Completes required certifications and continuing education.
- Remains current on changes to public health recommendations, clinical guidelines, policies, procedures, and applicable laws.

Public Health Emergency Response

- Participates in Porter County public health emergency response activities as assigned.
- Must be available to respond to a declared Porter County public health emergency **24/7/365**, as required by the Health Department's emergency response plan and applicable employment expectations.
- May be assigned to provide vaccination clinics, health screenings, disease prevention services, education, triage, or other public health nursing services during an emergency.

I. REQUIREMENTS

- Active Indiana Registered Nurse (RN) License.
- Public health nursing experience preferred.
- Four years of nursing experience preferred; experience in public health, community health, ambulatory care, communicable disease, immunizations, or similar settings preferred.
- Ability to obtain and maintain certification in TB testing and reading and other certifications required for assigned duties.
- Knowledge of accepted principles and practices of public health nursing.
- Ability to assess individuals, identify health needs, provide education, and make appropriate referrals.
- Ability to administer adult, childhood, adolescent, and travel vaccines safely and appropriately.
- Ability to perform or learn TB and STI testing procedures and other clinical services provided by the Nursing Division.
- Ability to perform capillary or venous blood draws or willingness to be trained.
- Ability to effectively communicate with patients, families, community members, health care providers, government agencies, and community partners.
- Ability to work effectively with individuals from diverse backgrounds and with varying health literacy, cultural backgrounds, abilities, and needs.
- Ability to maintain strict confidentiality of patient and Department information and adhere to HIPAA requirements.
- Ability to work independently while recognizing when consultation with the Director of Nursing or other appropriate personnel is necessary.
- Ability to exercise sound nursing judgment in a variety of clinical and community situations.
- Ability to prepare and present health education materials to individuals and groups.

- Ability to conduct field visits and respond appropriately to unexpected situations and emergencies.
- Ability to properly compile and accurately prepare files, documents, reports, and other required records.
- Computer skills and ability to learn and use Department and state electronic systems.
- Working knowledge of Microsoft Word and related Microsoft Office programs.
- Ability and flexibility to continually update professional knowledge and adapt to changing public health practices and procedures.
- Valid Indiana driver's license and demonstrated safe driving record.
- Ability to travel throughout Porter County for clinics, outreach events, health screenings, field visits, meetings, and other assigned duties.
- Ability to perform medical tests and work with medical equipment.
- Ability to occasionally work outside regular business hours, including evenings and weekends, for health fairs, community events, vaccination clinics, presentations, and other public health activities.
- Ability to work in a variety of environments, including Health Department offices, clinics, schools, businesses, homes, community centers, and outdoor community events.
- Must be able to perform the physical requirements of the position, including bending, stooping, lifting, carrying supplies and equipment, and assisting patients as needed.
- Must meet applicable employment and background requirements of the Porter County Health Department.

II. DIFFICULTY OF WORK

The Public Health Nurse performs a broad range of nursing and public health functions in accordance with established guidelines, professional standards, Department policies, and applicable state and federal requirements.

The position requires independent judgment in assessing patients and community members, identifying health needs, providing education and counseling, administering immunizations, performing screenings and testing, monitoring communicable diseases, providing referrals, and responding to a variety of public health situations.

Work involves frequent interaction with individuals presenting with different health concerns, needs, barriers to care, and personal circumstances. The Public Health Nurse must be able to assess each situation and determine the appropriate course of action while recognizing when consultation or referral is necessary.

III. RESPONSIBILITY

The Public Health Nurse is responsible for providing safe, effective, confidential, and compassionate public health nursing services to residents of Porter County.

The position assists in carrying out Health Department programs related to immunizations, communicable disease prevention and control, TB, STI services, health screenings, health education, community outreach, disease prevention, and other public health initiatives.

The Public Health Nurse is expected to follow established policies and procedures while exercising appropriate professional nursing judgment. Sensitive, unusual, or complex situations are referred to the Director of Nursing or other appropriate supervisor.

Work is reviewed for achievement of program objectives, quality of patient care, accurate documentation, and compliance with applicable policies, procedures, and regulations.

IV. PERSONAL WORK RELATIONSHIPS

The Public Health Nurse maintains regular communication with:

- Porter County Health Department nursing and administrative staff
- Director of Nursing
- Health Department leadership
- Physicians and other health care providers
- Schools and educational institutions
- Community organizations
- Businesses and employers
- Social service agencies
- Government and regulatory agencies
- Patients, families, and members of the public

Communication may involve providing health education, arranging services, making referrals, conducting interviews and assessments, coordinating programs, reporting information, addressing health concerns, and providing clinical and public health services.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

The Public Health Nurse works in a variety of settings, including Porter County Health Department offices, clinics, schools, businesses, community centers, health fairs, outdoor events, patient homes, and other public or health-related locations throughout Porter County.

The position may involve exposure to individuals with communicable diseases and other health and environmental concerns normally associated with public health nursing.

The employee must be able to:

- Stand and walk for extended periods during clinics and outreach events.
- Bend, stoop, reach, and kneel as necessary.
- Lift and carry medical supplies, equipment, vaccine coolers, and other materials.
- Assist patients as necessary within the scope of the position.

- Set up and take down equipment for community clinics and outreach events.
- Travel throughout Porter County for assigned duties.
- Drive in varying weather and road conditions.
- Work in indoor and outdoor environments.
- Work occasional evenings and weekends as needed for community events, health fairs, clinics, presentations, and other Department activities.

VI. COMPENSATION AND HOURS

Pay Rate: \$31.00 per hour

Hours: Up to 28 hours per week.

This is a part-time position. Hours may vary based on the needs of the Porter County Health Department Nursing Division, including clinic schedules, community outreach events, health fairs, immunization clinics, communicable disease activities, and other public health needs.

The position may occasionally require work outside normal business hours, including evenings and weekends.

VII. GENERAL EXPECTATIONS

The Part-Time Public Health Nurse is expected to:

- Provide professional, compassionate, and culturally responsive nursing care.
- Maintain patient confidentiality at all times.
- Work cooperatively with the Nursing Division and other Health Department staff.
- Represent the Porter County Health Department in a professional manner.
- Demonstrate flexibility and willingness to assist with changing public health needs.
- Support the mission of the Porter County Health Department to protect and improve the health of the residents of Porter County.
- Participate in community-based public health activities and help make Health Department services accessible to residents throughout the county.
- Promote prevention, education, early intervention, and access to appropriate health care resources.
- Perform other duties as assigned by the Director of Nursing or designee.