

**POSITION DESCRIPTION
PULASKI COUNTY, INDIANA**

Position: Local Health Department Nurse

Department: Health Department

Work schedule: 8:00 am - 4:00 pm Monday thru Friday (extended hours possible)

Job category: Nurse

FLSA Status: non-exempt

Employment Status: full time

Wages: Hourly

Benefit Package: Included

This employee works under the direct supervision of the Pulaski County Health Officer.

Essential Functions and Responsibilities of Position:

- Must be a graduate of an accredited school of nursing and be currently licensed in the State of Indiana.
- Ability to understand and interpret pertinent laws and regulations.
- Ability to accept and utilize supervision and to interpret and follow oral and written orders.
- Ability to administer immunizations to patients with the least amount of pain and lessen the fear of shots, using knowledge and skill when performing immunizations.
- Ability to maintain cooperative-working relationships with parents and children and teach parents the importance of immunizations.
- Ability to plan, organize, and use teaching principals in working with families and schools.
- Ability to make meaningful observations and reports.
- Understanding of the value of a team approach and how to work constructively within it.
- Must be certified in CPR and maintain certification every two years.
- Ability to work with staff, doctors, hospitals, Indiana State Department of Health, Division of Family and Child Services, and the public.
- Must have and gain proficiency in the chirp system.
- Employee must carry their malpractice insurance through their own carrier and then will be reimbursed by the county to cover full scope of the public health nurse's duties, whether it be childhood immunizations clinics or pandemic clinics.
- Must be proficient on computer.
- Coordinator for Vaccines for Children (VFC) program. VFC Coordinator's duties include education required by IDOH, overseeing Back-Up Coordinator's education requirements, maintaining vaccine inventory/ordering of vaccines monthly, complete Annual Provider Recertification/Agreement, prepare and participate in annual Compliance Site Visit, maintain Vaccine Management Plan and update as needed, record

vaccine storage temperatures twice a day, download temperatures from data loggers and send weekly to IDOH Immunization Division.

- Maintain immunization availability to children 18-years of age and younger. Complete patient eligibility screening with every vaccine appointment. Record administered vaccines into CHIRP system and keep updated demographic on patients. Follow all VFC Coordinator Roles and Responsibilities required by Indiana State Department of Health (IDOH).
- Maintain private stock vaccines for the public: hepatitis B, tetanus, and flu.
- Assist Emergency Preparedness Coordinator with mass immunization/medication dispensing efforts related to outbreak situations.
- Assist with answering phone calls, setting up appointments and conduct weekly immunization clinics. Work extra immunization clinics for back-to-school shots, adult and children flu clinics, specialty clinics as needed for outbreaks and overflow of childhood vaccine appointments.
- Prepare newspaper articles pertaining to public health as needed for situational awareness.
- Speak upon request to an organization or groups about health issues.
- Role involves membership on KIRPC-Head Start Health Advisory Board; attend meetings, provide education as requested, immunization reviews, and occasional blood pressure measurements.
- Public Health Nurse, or designee, will be involved with Pulaski County Drug Free Council who meets monthly.
- Monitor communicable disease reporting system for documents requiring review, report any communicable disease to IDOH, open case investigations, if warranted. Follow up with patient via forms and phone interviews. Case investigations include elevated blood lead levels and reportable animal bites requiring rabies prophylaxis. Case investigations consist of collecting medical records from, but not limited to, clinics, hospitals, healthcare providers, Animal Control.
- On-call 24 hours/day for communicable diseases.
- Will provide pregnancy testing.
- Will provide capillary blood lead screening, as well as hemoglobin screening for the public with follow up per IDOH guidelines.
- Will obtain certification to administer Tb skin tests and recertify every three years, as required by IDOH.
- Will provide Tuberculosis (Tb) skin testing for the public. Tb duties may include screening, referrals, working with healthcare providers and Purdue Pharmacy to obtain Tb medications for treatment. The Pulaski County Health Department is responsible for ordering Tb medications, overseeing treatment and completing monthly reports. Treatment may include frequent travel if DOT (Directly Observed Therapy) is required.
- Order supplies related to immunization administration, lead, hemoglobin, Tb skin testing, pregnancy testing to ensure supplies have unexpired dates.
- Prepare quarterly reports and other reports as requested.

- Work with all health department staff in delivering Core Services to Pulaski County residents per Health First Indiana (HFI) initiative.
- Be able to pass a TB test and submit to a drug test at any time.

Personal Work Relationships:

The Employee needs to work in cooperation with the health department staff members, county government offices, Indiana State Department of Health, and the public.

Physical Requirements:

The Employee must be able to work within an office setting as well as clinic work outside of the office. The Employee will need to be in good physical health and be able to sit for long periods of time as well as standing, walking, lifting, carrying objects, up to 150 lbs. of force, bending crouching, kneeling, reaching, close and far vision, hearing sounds/communication, speaking clearly, grasping objects as needed, the ability to use tools and maintenance equipment.

**In Addition to the above-described job responsibilities and duties, this position is subject to the terms and conditions of the Pulaski County Personnel Policies Handbook.*

** Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

Applicant/Employee Acknowledgement:

I acknowledge that I have received this job description and understand that this is not a contract of employment. I am responsible for reading the job description and complying with all job duties, requirements and responsibilities contained herein, and subsequent revisions.

Is there anything that would keep you from meeting the job duties requirements as outlined?

Yes _____ no _____

Applicant/employee signature: _____

Date: _____