



## POSTION DESCRIPTION

**JOB TITLE:** Public Health Nurse  
**FLSA STATUS:** Non-Exempt  
**DATE:**

**DEPARTMENT:** Clinical  
**LOCATION:**  
**REPORTS TO:** Clinical Manager

### JOB SUMMARY

Responsible for delivering a broad range of services within Public Health Nursing Programs, including administering adult and child immunizations; providing STD/HIV counseling, testing, and treatment; and offering comprehensive Family Planning services, including contraceptive counseling, administering birth control, pregnancy testing, infertility education, and pregnancy options counseling. Additional duties include communicable disease investigations and response, laboratory services, Serum lead testing and management, TB control, and participation in community health education. This role operates independently and uses sound nursing judgment to ensure high-quality care and health education aligned with best practices.

### ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- ❖ General Public Health Related Activities
  - Collaborates in the development of and contributes to individual, team, and agency quality improvement and evaluation activities
  - Builds and maintains effective relationships with fellow staff members and promotes a positive work environment
  - Demonstrates and promotes a culture of respect and cultural sensitivity in their interactions with the public and other staff
  - Maintains and demonstrates public health and clinical nursing knowledge and skills, staying current with trends and continuing education requirements
  - Protects and safeguards confidential agency and client information; exercises sound judgment and caution in communication and transmission of information in accordance to HIPPA policy and guidelines
  - Provides emergency response in accordance with current BLS guidelines and agency emergency protocols as needed
  - Must be able to drive to all Taney County Health Department locations, or off site locations as needed, to perform all required and essential job related activities and tasks.
  
- ❖ Nursing Related Activities
  - Provides comprehensive public health nursing services for individuals of all ages, including immunizations, health screenings, laboratory testing and phlebotomy, health education, contraceptive counseling and birth control administration, pregnancy testing, infertility education, pregnancy options counseling, STI screening, testing, and treatment, lead testing, communicable disease testing, TB control, and other clinical services as needed.

- Provides a wide range of public health outreach nursing services for clients which may include travel to homes, schools, organizations, and clinics as needed
- Provides general public health information and answers questions as needed per phone or face-to-face consultation assuring for accuracy
- Participates in the planning and development of public health programs and nursing services, including community assessments, assuring for professionalism
- Ensures quality and accuracy of assigned program activities
- Participates in the operation of other community health programs as needed to ensure coverage
- Maintains knowledge of community resources, referring clients to services as needed
- Interprets data, monitors trends, and establishes appropriate prevention and control measures as needed
- Maintains an awareness and understanding of the various medications and immunizations practices, including administration, side effects and proper storage and handling
- Demonstrates and teaches nursing self-care to clients and the general public as needed; communicated with the public on a wide range of public health topics
- Prepares for and participates in regular meetings with staff and others as required

#### **TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES**

- Must engage in the TCHD Strategic plan including development, planning and implementation
- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must participate in planning and execution of your division Performance management goals.
- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis
- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

#### **EDUCATION & RELATED EXPERIENCE**

- One year population focused community health nursing (preferred).
- Possess and maintain a current professional registered nurse license issued by the Missouri State Board of Nursing;
- Possess current CPR and AED certification as required for appropriate area of assignment; or obtain certifications within 30 days from start of employment.
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player

- Strong critical thinking skills.
- Strong analytical and problem-solving skills including conflict resolution
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

## PHYSICAL REQUIREMENTS

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently
Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally
Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly
Hearing	Must be able to receive information through oral communication.	Constantly

## WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. Work hours may vary depending on the operational activities and required duties. The Director may at times have to address urgent issues outside of regular working hours.

**This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws,**

**the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.**

**I have read and understood this positions description.**

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Employee Signature

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Date

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Managers' Signature

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Date