

**POSITION:** Public Health Nurse I (Wayne County)  
**STATUS:** Full-Time  
**DEPARTMENT:** Nursing Services – Loa Office  
**SALARY:** DOE  
**OPEN:** September 25, 2020  
**CLOSES:** When Filled – First Review of Applications on October 16, 2020



**JOB SUMMARY:** Performs licensed registered nurse work under the general direction of the Director of Nursing in providing community nursing services at public health clinics, schools, and in private homes according to assigned area of responsibility.

**CLASS CHARACTERISTICS**

**Public Health Nurse I:** This is the entry or training level for registered nurses in the Health Department.

**ESSENTIAL FUNCTIONS-**

- Work with staff members to provide program support for various nursing and health department programs as directed.
- Responds to public health emergencies as required by the department or division administration; carries provided mobile phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.
- Attends and participates in various meetings with nursing staff, program coordinators, department employees, and partner agencies when appropriate.
- Participate in training, continuing education opportunities, and nursing service meetings as needed.
- Promotes and protects the health and wellness of the people within the Department's jurisdiction by functioning within the framework of statutes, policies, rules, and regulations of the State of Utah pertaining to Local Health Departments.
- Have a working knowledge of nursing theory/practice; epidemiology, communicable disease control, sanitation practice and nutrition. Also, a knowledge of nursing terminology, methodology, organization and practice.
- Ability to provide skilled nursing care, set priorities, and make judgements in the community health setting.
- Be able to communicate effectively verbally and in writing with the public, co-workers and supervisor.

**Clinic Services**

- Participates in various health clinics and fairs covering topics such as sexually transmitted disease, cancer screening, well-child and adult screening, family planning, immunizations, TB, blood pressure or cholesterol screening, and other topics as determined by the division director; provides information to, and counsels with, patients.
- Charts progress of clients and coordinates medical contacts as needed; visits homes and other agencies as needed to obtain information, to educate, to counsel, and for case management.
- Interviews clients or legal guardians to review medical immunization history and to determine age appropriate immunizations; administers appropriate vaccines to all ages of patients according to correct route and site and in compliance with Health Department policy and procedure; informs client or guardian of expected immunization side effects and appropriate treatment; makes a record of immunizations given and incidents relating thereto.
- Performs pregnancy testing and referrals as needed; performs lead screening on pediatric clients and informs clients on the benefits of lead testing; counsels clients about risks of, and

prevention measures for, high blood pressure; provides emergency resuscitation and treatment to clinic patients as necessary.

- Provide direct client services; evaluate client data, assessing nutritional status; develop nutrition care plans; implement nutritional therapy and counseling.

### **School Nursing**

- Plans, implements, and evaluates the health services program at assigned school(s); monitors well-being of students with handicaps, chronic illnesses, severe allergies, or other health problems and helps other students and school personnel become aware of the special needs; manages medication administration in the school setting and makes medication referrals when appropriate.
- Reviews immunization records to ensure adequate immunization of students in assigned schools; performs vision screening on students according to state mandate, refers students to eye doctors and follows-up with the family to ensure proper care was received; manages scoliosis screening, referrals, and follow-up; controls the spread of lice by examining students and educating parents.
- Teaches classes on health-related topics to students and faculty including the Maturation Program to fifth and/or sixth grade girls; consults with teachers, parents, and students about controlling the spread of communicable diseases; conducts an annual blood borne pathogens in-service meeting for teachers and other school personnel according to OSHA requirements; ensures newly hired faculty receive a TB test.
- Provides initial emergency first aid care to students and faculty; provides first-aid training to school employees; and ensures that at least three (3) staff members per school are CPR and first-aid certified.

### **Prenatal and Home Visitation**

- Visits clients in their private home to provide education on growth of infant/toddler, nutrition, breast and bottle feeding, and newborn care and development etc.; identifies infants/toddlers who need services; makes referrals and provides case management; makes a record of all home visits, service plans, assessments, and contacts.
- Assesses vision, hearing, nutrition, and infant/toddler development progress by observing feeding behavior and other developmental indicators; obtains and evaluates health and nutrition history; conducts reflex assessments; identifies high-risk or developmentally delayed infants/toddlers in order to provide appropriate referrals and early intervention.
- Assesses risk factors of families and helps families deal with severe psychological issues by providing professional articles and other applicable materials such as referral information.
- Ensures pregnant clients are receiving appropriate prenatal care from an OB-GYN and assesses their nutritional status.
- Calls clients monthly to maintain coordination contact; coordinates care activities with other agencies who serve the same population; assists in completing the Medicaid process including referrals and Medicaid case management.
- Visit homebound elderly individuals to achieve, maintain or support the highest attainable level of personal independence and self-sufficiency. To provide references to community-based services that the client may be in need of to help them adequately sustain themselves allowing them to remain in their homes and prevent or delay institutionalization.

### **Epidemiology**

- Assists in the investigation of communicable disease outbreaks and in cases of persons with reportable diseases; works with state epidemiologists and laboratory personnel, and others to

gather information and report communicable diseases and outbreaks to appropriate persons, agencies, and the public according to guidelines.

- Educates patients, families, and clinicians of symptoms, treatment, and prophylaxis of reportable diseases; attends regular local and state meetings regarding assignment; prepares and maintains accurate records and statistics regarding County communicable disease cases ensuring confidentiality and security of individual patient records.
- Works with state epidemiologists to coordinate local and state communicable disease surveillance efforts; conducts passive surveillance on all reportable communicable diseases, seasonal surveillance on Influenza and West Nile Virus, and active surveillance as necessary.
- Maintains working relationships with sentinel sites, school sites, clinic sites and others who participate in surveillance efforts as well as with hospital Infection Control Practitioners, labs, and physicians.

### **QUALIFICATIONS**

- Graduation from an accredited School of Nursing.
- Licensed as a registered nurse in the State of Utah. License must be free of any encumbrances.
- Must be skilled in basic computer programs and hardware used for digitizing and organizing records.
- Must be able to develop and maintain cooperative working relationships with department staff, partner agencies, and the public.
- CPR and first aid certifications.

### **ADDITIONAL QUALIFICATIONS**

- Must pass a criminal history background investigation.
- Must possess a valid Utah Driver License; out of state personnel are required to obtain a valid Utah Driver License within sixty days of hire date.

This description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**To Apply:** Applications may be obtained from the Central Utah Public Health Department Richfield office or at [www.centralutahpublichealth.org](http://www.centralutahpublichealth.org). Completed applications can be submitted in person, by mail to Emily Loftus at 70 Westview Drive, Richfield, Utah, 84701 or email [emilyloftus@utah.gov](mailto:emilyloftus@utah.gov). Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM and Fridays from 8:00 AM to 5:00 PM. For more information, contact Alicia Beckstead at (435) 896-5451 or Nathan Selin at (435) 896-2563. Central Utah Public Health Department is an Equal Opportunity Employer.