



## JOB DESCRIPTION LAKE COUNTY GOVERNMENT



**JOB TITLE:** Public Health Nurse (PHN)  
**DEPARTMENT:** Lake County Public Health Agency (LCPHA)  
**CLASSIFICATION:** Part-time, non-exempt  
**SALARY:** \$21,840 - \$23,920  
**SUPERVISOR TITLE:** Clinical Nurse Coordinator

### **Essential Functions:**

- Advocate for clients and families while providing public health nursing to assure the availability and accessibility of health care services.
- Provide clinical services including: immunizations, family planning, blood lead testing, blood pressure checks, various other health screenings as needed.
- Participates in public health emergency response as needed.
- Perform communicable disease surveillance and education in coordination with state epidemiologists.
- Knowledge of LCPHA's office and nursing policies and procedures.
- Works with the Public Health Director to collect, compile, and analyze data to identify needs and service gaps for communities, families, and individuals.
- Provide consultation for the medical and health community to work towards specific and positive community health outcomes.
- Provide health teaching, education, referrals, and resources to prevent disease and promote wellness for individuals, families, and community partners.
- Implements community health services and programs.
- Participate in community health assessments and development of plans to address community health concerns.
- Work within the scope of community resources by referring patients to the appropriate local agencies.
- Attend regular staff meetings, retreats conferences, committee meetings and state/local trainings for coordination and implementation of programs.
- Keep abreast of current health standards and issues by attending conferences and reading professional literature.
- Complete regular reports for various state and/or federal agencies for nursing programs.
- Participate in emergency preparedness and response activities as related to public health.
- Participate in at least one community-based coalition.
- Recommend that changes be made when necessary to improve the effectiveness, efficiency or safety of basic operations.
- Fill out and track all appropriate paperwork and documentation, including patient records, nursing logs and other reports.
- Comply with all medical safety and legal requirements that are mandated by the hospital, clinic, city, state and nation.
- Keep patient confidentiality in accordance with health care regulations
- Provide case management for children with special needs.
- Perform other duties as assigned and required.

- Support the reputation of the public health sector by keeping an open mind to changes and modifications in various nursing policies and procedures.

**Qualifications:**

- Ability to work as part of a team and effectively communicate and work with co-workers, clients, other agencies, and the public.
- Ability to assess situations and make prudent and appropriate decisions; ability to apply conflict resolution and problems solving skills in order to minimize negative personal impact.
- Public contact experience in a service-related field with the ability to remain flexible and sensitive to a clientele diverse in age, ethnicity and maturity.
- Ability to efficiently plan, schedule, with strong organizational skills, with keen attention to detail and ability to complete quality work amidst multiple, competing priorities.
- Superior verbal and written communication skills and effective listening skills.

**Minimum Education:**

- Bachelor of Science in Nursing preferred. Associate Degree in Nursing with a bachelor's degree in a related field will be considered. Associate Degree in Nursing with public health nursing experience or 5 years of general nursing experience will also be considered.

**Certificates or licenses:**

- Nursing license, valid to work in CO.

**Special professional and/or job-related requirements:**

- Current CPR for the Health Care Professional certification.
- Current immunization history.
- TB test, if not current, within 30 days of starting job.
- Completion of ICS 100, 200 and 700, 800 courses within 6 months of hire
- Experience in public health, community health, and program management preferred.

**Travel:**

- May require some in-state travel for trainings.
- Must possess and maintain a **valid Colorado Driver's License** and the appropriate level of personal vehicle insurance.

**Work Conditions:**

- The majority of this position's duties are performed in a protected, indoor environment. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment.
- The incumbent may be exposed to seasonal conditions including wet and/or humid and extreme temperature changes on an occasional basis. The incumbent may be required to work evenings, and weekends associated with community health fairs and educational classes and large disasters.
- This position has been determined to be a HIGH exposure risk to biohazards associated with blood-borne pathogens, HIV, AIDS, hepatitis B, and air-borne transmissions of tuberculosis. Employees are advised that exposure to biohazards may result in severe illness or death.
- Employees are required to use protective equipment and clothing. Inoculation may be required to prevent or treat exposures to biohazards.

**To Apply:** To apply, please send a cover letter, resume and list of 3 professional references to [cnielsen@co.lake.co.us](mailto:cnielsen@co.lake.co.us)

**Closing Date:** Open Until Filled.