

Job Posting

Public Health Nurse

Description

1. Division

- a. Clinical Services
- b. Reports to the following:
 - Clinical Nursing Supervisor
 - Clinical Services Director

2. Licenses/Certifications

- a. Illinois license as a Registered Nurse
- b. Possession of a valid proper class motor vehicle operator's license by state of residence.
- c. Current auto insurance.
- d. CPR certification.

3. Education/Experience

- a. Education Required
 - Certification of graduation from a school of nursing approved by the Illinois Department of Professional Regulation.
 - Bachelor's Degree in Nursing preferred.
 - Knowledge of the core functions and essential services of public health.
 - Knowledge of Incident Command System (ICS) which may be obtained with employment.
- b. Experience Required
 - Two years of full-time professional experience working with the public imperative; preferably in field of maternal child, pediatrics or experience giving immunizations.
 - Ability to build a rapport, prioritize and assess on case by case basis.
 - Experience educating and being an advocate.
 - Experience in utilizing an electronic medical record and program software.

4. Job Duties

- a. Maintains a high level of confidentiality and professionalism.
- b. Complies with all federal, state and local laws related to the Public Health Nurse position including HIPAA and mandated reporting.
- c. Maintains working knowledge of and compliance with all department policies and procedures.

d. WIC Clinic Duties:

- Breastfeeding education and breast pump distribution when appropriate.
- Educate pregnant and breastfeeding women on diet and best practices related to infant and child care and nutrition.
- Assess and prioritize for risk factors.
- Ability to gain a productive rapport with the public served.
- Obtain objective information for assessments:
 1. Lead levels, blood pressures, obtain hemoglobin level, height and weight and head circumference measurements.
- Refer families to community resources and local physicians.
- Chart effectively on client visits using SOAP format thoroughly.
- Assign appropriate food packages depending on need and obtaining MD scripts when necessary.
- Print vouchers, make appointments and distribute Farmers Market Coupons when they are available.

e. Immunization Duties:

- Educate the public regarding immunizations, benefits, side effects, when to contact a doctor, etc.
- Draw up and administer inoculations according to standing orders.
- Perform TB tests and readings.
- Assisting Immunization Coordinator in ordering vaccine, supplies and any other materials needed.
- Registering customers for needed vaccinations at front desk and billing to appropriate insurance companies.
- Answer inquiries regarding vaccine, vaccination schedule and travel vaccinations according to country.
- Maintaining clinic by cleaning and restocking.
 - Monitor refrigerator temperatures twice a day.
- Aid in planning and working community flu clinics.
- Coordinating educational programs and trainings when needed.
- Advocate immunizations through media when asked.
- Perform other Public Health Nurse duties as assigned.

To apply, please submit current resume and three professional references to:
healthjobs@co.adams.il.us