# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: JULY 14, 2014**
**REVISED: JULY 6, 2015**
**OPEN UNTIL FILLED**

**DEPARTMENT:** **Health & Emergency Services**

**POSITION:** **Public Health Nurse**

**LOCATION:** **Globe**

**JOB CODE:** **14-053**

**ANNUAL SALARY:** **$43,026-$48,189.00 DOE**

### PURPOSE OF THE JOB

The purpose of this position is to address prevention, assessment, risk reduction, and health status improvement with members of the community. This position provides public health nursing services to members of the community, focusing on intervention, education, and multidisciplinary collaboration. Main duties include policy and program development, provision of information and help to members of the community, collaboration with other agencies and immunizations.

## SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

| ESSENTIAL DUTIES AND RESPONSIBILITIES | TIME SPENT |
|---|---|
| • Provides specific, culturally appropriate information to help individuals and populations make decisions to plan for, achieve, and maintain optimal health; prepares, administers and evaluates vaccines for County residents; oversees the maintenance of a viable County vaccine inventory; maintains accurate documentation regarding immunization records for children and adults. | 50% |
| • Implements multiple interventions and activities that promote health and prevent disease in targeted populations; delivers and coordinates public health nursing care clinics throughout Gila County including Orthopedic, Cardiac, Well Child, STD Prevention, and open community clinics. | 20% |
| • Provides links through case management and community agency collaboration to deliver optimal customer service and develop policy; participates in a variety of community screening, educational and related projects; addresses community and school groups related to public health programs; conducts S.T.D. prevention and education, testing and case management. | 10% |
| • Participates in program development, implementation, coordination, and support in multidisciplinary and interagency teams to maximize optimal health strategies within the community and state-wide. | 10% |
| • Participates in professional committees and work groups to develop and promote best practice. | 10% |
| • Performs other duties as assigned. | |

### BUDGET RESPONSIBILITIES

Provides clerical support only on county wide level budget and on elected office level budget, provide research support only on department level budget, and reviews, edits, and provides recommendations on project level budget.

### PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources involving organizational planning projects. Initiate, communicate, review, approve project resources, decline project resources, present results, approve and communicate reports involving quality assurance.

### ORAL COMMUNICATION DUTIES

Explains County procedures, responds to public inquiries, and participates in meetings.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memo, emails, and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

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## INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year)

## MINIMUM EDUCATION REQUIRED

Registered Nurse

## MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years nursing experience; public health nursing experience is preferred; or equivalent combination of education, training and experience.

## PROFESSIONAL CREDENTIALS REQUIRED

American Heart Association - CPR (required), NIMS Training (required), Red Cross Training (required).

## KNOWLEDGE REQUIRED

Customer and personal service, training, Federal, State, and Local Laws, regulations, statutes, emergency management procedures and nursing. Principles, practices and techniques of providing public health nursing services including diagnosis, treatment, control and prevention of communicable and chronic illness; methods and standards for delivering public health nursing care and clinics; orthopedic, cardiac, well child and open community clinics; S.T.D. prevention, education, testing and case management; County vaccination programs; immunization record and documentation requirements; principles and practices of health education and instruction; procedures and standards for conducting epidemiological investigations; screening and assessment responses in relation to epidemic outbreaks; laws and regulations governing public health and safety.

## SKILLS REQUIRED

Exercise independent judgment; plan, organize, and carry out public health nursing activities in a local area; apply public health nursing laws and regulations; assessing normal health and behavior and developing and implementing effecting treatment plans; providing and coordinating public nursing care services and clinics for County residents; performing a full range of highly skilled nursing functions; dealing with clients of various socio-economic backgrounds and temperaments; demonstrating tact, diplomacy and compassion; responding appropriately in emergency or stressful situations.

## ABILITIES REQUIRED

Coordinate and deliver public health nursing services; provide orthopedic, cardiac, well child, STD and open community clinics; perform a variety of highly skilled nursing functions; administer County vaccination programs and maintain vaccine inventories; monitor community health issues; provide public health presentations to schools and community groups; make sound nursing judgments and decisions during emergency situations; assist with epidemiological investigations; obtain lab work and ensure the provision of appropriate treatments during epidemic outbreaks; ensure compliance with regulations governing public health and safety; communicate effectively orally and in writing.

## PHYSICAL DEMANDS

- Routinely stands to attend to customers; rarely stands to attend to reported incidents.
- Regularly sits to operate special equipment, complete a program, attend to other duties; occasionally sits to attend to reception areas.
- Occasionally lifts under 10 lbs., lifts up to 25 lbs.; rarely lifts up to 50 lbs.
- Routinely requires dexterity for peacekeeping tools, keyboard operation, special gadgets, and for special machines.
- Incumbents in this position may rarely be required to intervene, walk to and from work sites, bend, stoop, crawl, and twist.

## WORK ENVIRONMENT

Work is performed in both a standard office and medical environment.

## SAFETY RISK EXPOSURE

Exposure to infectious diseases when conducting investigations and patient teaching; exposure to blood borne pathogens when administering vaccines or obtaining lab work; potential exposure to fires, floods and bio-terrorism when responding to public health emergencies; must be able to stand for extended periods of time and may be required to lift/carry up to 50 pounds; may be required to respond to emergency or stressful situations.

## PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department; constantly require safety foot wear, surgical grade gloves, and medical standard uniform.

## CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.