

Portsmouth City Health Department
An Equal Opportunity Employer
Job Description

Job Title: Public Health RN
Employee Name:
Department: Health
Division: Nursing
Created: October 18, 2015

Civil Service Status: N/A
Employment Status: Part -Time
FLSA Status: Non-Exempt
Reports To: Nurse Supervisor
Revised: March 28, 2019

Position Summary: Under the direction of the Director of Nursing, provides comprehensive nursing services in preventive/public health programs and Clinic programs including assessment, teaching, counseling, medication and treatment administration to individuals, families and groups to promote health and wellness to clients. Works with other public health professionals to identify trends and issues that need to be addressed with the public and carries out plans developed to address these needs. Maintains client/patient records and prepares required reports. Will perform the duties of Child Passenger Safety Technician and progress to instructor level. Carries out job duties in a manner that supports the mission, vision and values of the Portsmouth City Health Department.

Essential Duties: (75%) Ohio Child Passenger Safety Coordinator provides car seat training annually to Ohio State Highway Patrol. Ensures Proper dispensing and training for the Ohio Buckles Buckeyes program.

(25%) PCHD Health Clinic duties including physical assessment, vital signs recording, and data collection on client health history; administration of immunizations, TB tests, and medications; educates clients on potential side effects and monitors for adverse reactions; reads/interprets lab results; administers urine pregnancy and urine drug screen tests; performs finger sticks and venipuncture for health screening/laboratory testing; provides client education related to their diagnosis, reproductive life plan, medications, sexually transmitted diseases, immunization needs and nutrition; serves as back-up for Bureau of Medically Handicapped Children (BCMh) and Vaccines for Children (VFC) programs; provides immunizations to clients as needed including education; and participates in clinic outreach.

Other Duties & Responsibilities Incumbent serves as the Ohio Child Passenger Safety Coordinator for region 4 (11 counties). As a Public Health professional, he/she must continually develop their competency and knowledge of the various programs (BCMh, VFC, CDC Infectious disease, etc.) they are

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responsible for. This list is not all inclusive.

Minimum Qualifications: Valid Ohio Nursing license. One-year experience in infectious disease, Public Health Nurse. Current Ohio driver’s license. Computer proficiency in Windows and Excel and the ability to learn software programs required. Excellent customer service skills.

Organizational Competencies: All Portsmouth City Health Department (PCHD) employees are expected to ensure that the Portsmouth community is protected from disease and other public health threats and to empower others to live healthier, safer lives. In addition, all PCHD employees are expected to meet specified competencies in the following areas:

Excellence: Strive to implement evidence-based best practices and perform monitoring to continually improve our program outcomes.

Customer Service: Treat our many, diverse customers with thoughtful listening and respect.

Trustworthiness: Value and promote honesty, openness, and sincerity in our interactions with one another, our community peers, and the public we serve.

Leadership: Strive to be recognized in our community and throughout the region for our effective approach to public health.

Accountability: Act with integrity and transparency in management of public funds and in carrying out public health programs.

Team Work: Develop and nurture key partnerships internally and in the community, to accomplish our mission and vision.

Communications: Recognize that excellent communication is a critical component to reaching our goals and accomplishing our mission.

Confidentiality: Adheres to all HIPPA and PCHD confidentiality and privacy policies and practices as pertains to both protected and personal information of all persons served by PCHD.

Learning: Committed to contributing to the Learning culture by being proactive in self-development.

Manager / Supervisor Competencies:

1. N/A

Job Specific Competencies based on the Core Competencies for Public Health Professionals:

1. **Analytical / Assessment Skills:** (1B1, 1B2, 1B3, 1B4, 1B5, 1C8, 1C9, 1C10, 1C11, 1C12, 1C13).
2. **Policy Development / Program Planning Skills:** (2B1, 2B2, 2B3, 2A4, 2B5, 2C6, 2C7, 2C8, 2C10).
3. **Communication Skills:** (3C1, 3C2, 3B3, 3AB, 3B5, 3C6, 3C7).
4. **Cultural Competency Skills:** (4C1, 4C2, 4C3, 4B4, 4B6).

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5. **Community Dimensions of Practice Skills:** (5B1, 5B3, 5B4, 5C5, 5A6, 5B7, 5B8, 5A9, 5B10).
6. **Public Health Sciences Skills:** (6A1, 6C2, 6B3, 6C4, 6A5, 6B6, 6B7, 6A8).
7. **Financial Planning and Management Skills:** (7B1, 7A2, 7C3, 7A4, 7B5, 7C9, 7A9, 7B13).
8. **Leadership and Systems Thinking Skills:** (8C1, 8B2, 8B3, 8B4, 8B5, 8A6, 8A7, 8A8).

Employee is presented with the list of competencies from the Council on Linkages between academia and Public Health.

Professional Competencies:

1. **Analytical thinker:** Demonstrates consistency and accuracy in the identification of the environmental factors contributing to environmental health problems, amassing data on environmental quality and reporting findings.
2. **Technology proficient:** Utilizes appropriate methods and technology to collect, store, manage, and interpret data.
3. **Relationship developer:** Demonstrates collaboration among all environmental health system partners to share data in order to track changes in environmental conditions that potentially impact environmental and human health.

Work Environment:

General office setting. Must be able to assume a wide range of responsibilities, to work with staff and general public that vary in their work styles and personalities. To work under pressure. Willingness to work irregular/extra hours, evenings, weekends. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal and written information.

Safety:

PCHD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Job Performance Evaluation:

The employee will be evaluated at least annually, but more often if performance warrants it.

This position description in no manner states or implies that these are the only duties or responsibilities to be performed by the position incumbent. My (employee) signature below indicates that I have reviewed my position description and that I understand the contents of the description.

Employee Signature

Date



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Supervisor Signature

Date

Human Resource

Date