

City of Franklin

Job Description

Job Title: Public Health Nurse

Department: Health

Reports To: Director of Health & Human Services

Salary Level: Salary Grade 7

FLSA Status: Exempt

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Prepared Date: March 15, 2019

Approved By:

Approved Date:

SUMMARY

The Public Health Nurse assesses, plans, implements, and evaluates individual, family, and community and population-based programs and services as required of all Wisconsin public health agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following areas are considered normal for the position however they should not be construed as exclusive or inclusive. Other related duties may be required and assigned.

- **Provides communicable disease prevention and control programs and services:** Investigate and provide surveillance into reported communicable diseases; enforces quarantine and isolation laws with individuals, businesses and health care providers; enforces immunization laws and principles and provides immunizations individually and in a mass clinic setting.
- **Provides public health nursing programs and services to promote health and prevent diseases:** conducts investigations and assessments into individual health needs through referrals to the department; engages community partners to address health promotion and prevention services; develops and provides education to community partners, organizations and individuals about disease prevalence and prevention; develops, implements and evaluates measures and programs designed to promote health, wellness, and disease prevention.
- **Conducts surveillance and data collection:** tracks and maintains statistics on program achievements and alerts supervisor of issues/trends detected, identify service gaps in the community, monitors and trends population health data to identify current and emerging health issues in the community.

- **Documentation:** completes required forms and medical documents in accordance with Health Department policies and procedures, participates in the development of marketing and promotional goals, strategies and materials; may be asked to write grant proposals or reports.

Minimum Requirements

Education & Experience:

- A bachelor's degree in nursing (BSN) from a school approved by the Board of Nursing, which includes preparation in public health as specified in Wisconsin Administrative Code Chapter HFS 139.08 is required. 1 year experience in public health nursing is preferred.

Necessary Knowledge, Skills, and Abilities:

- Availability
 - Must be able to occasionally work weekends and evenings for meetings, clinics, communicable disease outbreaks, or special events.
- Language Skills
 - Ability to read, analyze, and interpret professional journals and technical procedures
 - Ability to write reports, grant applications, correspondence, presentations, and procedural manuals.
 - Ability to effectively present information and respond to questions from groups of managers, clients, citizens, and/or the general public.
- Computer & Mathematical Skills
 - Ability to use standard office software and hardware provided by the City of Franklin.
 - Ability to calculate basic epidemiological value including incidence, prevalence, and probability.
- Reasoning Ability
 - Ability to define problems, identify relevant data and information, and carry out appropriate interventions.
 - Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists.
 - Ability to prepare and implement projects and programs.
- Interpersonal Competencies
 - Use appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages.
 - Maintain privacy rights of clients and confidentiality of patient records according to professional standards and City of Franklin policies and procedures.

Certificates, Licenses, and Registrations

- Active and unencumbered license to practice as a registered nurse (RN) in Wisconsin
- Valid Driver's License
- Level C CPR certification (required within 6 months of employment)

Supervision Received

- Works under guidance and direction of the Director of Health & Human Services

Supervision Exercised

- May direct volunteers in a variety of public health programs.
- May service as Health Officer for the City of Franklin, when assigned, in the absence of the Director of Health and Human Services.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee must be independently mobile and is required to sit, talk and hear. The employee is frequently required to stand or walk; use hands and fingers to handle or feel; reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability adjust focus.
- The physical demands are required for the setup of, participation in and breakdown of immunization clinics, blood pressure clinics, and health fairs or community presentations.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The work is performed in a variety of settings. Some travel may be required. The employee must own a private vehicle for work assignments.
- The work may be performed in emergency and stressful situations. The employee may be exposed to hazards associated with rendering emergency medical assistance including blood-borne pathogens, body fluids, and acute and communicable diseases.
- The noise level in the work place is moderate.