

**Job Title**

Public Health Nurse

**Reports to:** Executive Director

**FLSA Status:** Nonexempt

**Classification:** Regular Full-time

**Primary Responsibilities**

Public Health Nurse works with various public health programs to including nursing case management, school nursing liaison, maternal-child health nursing, immunizations, disease surveillance and investigations, emergency preparedness, planning, and other related nursing programs as needed.

**Examples of Work Performed**

- Apply the nursing process to perform case management services for individuals and families to assure access, continuity of care, and efficient use of healthcare resources. Documentation may require both electronic and paper charting.
- Provide expertise regarding public health nursing scope, practice, and policy at many levels.
- Manage and operate the department's Vaccines for Children and adult immunization programs.
- Assess and evaluate a patient's response to treatment and medication.
- Maintain accurate patient records and adhere to Health Insurance Portability and Accountability Act (HIPAA), State confidentiality standards, and SEDHD policy.
- Provide for prevention and control of communicable disease through epidemiological investigations.
- Apply epidemiological principles to evaluate health trends and risk factors of population groups.
- Participate in public health emergency response preparedness, planning, and response activities.
- Assist with developing and maintaining public health policies, practices, and principles to enhance public health emergency response activities.
- Provide public health nursing information, education, and instruction to daycares, schools, clinics, and other community settings.
- Provide general health-related information and instruction to individuals, families, and community groups as requested using a health literacy approach.
- Establish and maintain relationships and collaborate with other local health departments, Nebraska Department of Health and Human Services, community organizations, health systems, contractors, community partners, etc.
- Keep current on new health/medical trends and innovations in disease prevention and treatment.
- Submit timely reports required by management and program contacts.
- Participate in program planning, budgeting, implementation, and improvement.
- Participate in quality assurance activities for compliance with laws, regulations, policies, and procedures.
- Provide public health training, orientation, and education to staff, clients, students, and the community as requested using a health literacy approach.
- Maintain professional and cooperative working relationships with those contacted through work assignments.

- Maintain working knowledge of the nursing process, medical terminology, medical record-keeping, applicable healthcare-related laws and regulations, universal precautions, and infection control practices, and strict confidentiality practices.
- Engage individuals and families to address identified health issues through the use of empathy, effective listening, and established health assessments.
- Demonstrate sensitivity to the needs and experiences of families in crisis.
- Facilitate meetings of community partners using proven leadership techniques that promote group participation and consensus.
- Attends training and meetings as assigned

### **Knowledge, Skills, and Abilities**

- Display positive public relations skills and work with all communities, lifestyles, physical abilities, sexual orientation, education, race, ethnicity, culture, etc.
- Readily assumes responsibility.
- Skilled in facilitation and presentation skills, listening, group processes, and dynamics.
- Skilled in basic desktop software programs, including Microsoft Office, and ability to learn other software as needed.
- Ability to learn and utilize web-based programs
- Ability to work with various levels of agency management.
- Ability to conduct research activities, summarize data, and write conclusions into reports.
- Ability to read, write, and comprehend documents such as safety rules, healthcare laws, instructions, and policies/procedures.
- Ability to think strategically, communicate effectively, and articulate both orally and in writing.
- Ability to organize, analyze, and interpret technical information.
- Ability to be action-oriented, persevere, motivate others, and focus on program goals.
- Ability to establish and maintain positive and effective working relationships with coworkers, administrative support organizations, elected and appointed officials, representatives of other governmental entities, private industry and members of the general public.
- Ability to coordinate the activities of diverse groups and agencies.
- Ability to manage work processes and meet deadlines.
- Ability to organize, plan, and prioritize projects using time management skills.
- Ability to work independently and as part of a team.
- Ability to adapt to change and be flexible.
- Ability to assume additional responsibilities and assignments.
- Ability to exercise initiative, judgment, and discretion.

### **Working Conditions**

Work is performed primarily indoors in an office environment. Work during a public health emergency may be performed at healthcare agencies within SEDHD jurisdiction or other locations as needed. Work will include traveling to other facilities such as local or state public health facilities, hospitals, clinics, and community partner agencies.

### **Minimum Qualifications**

- Associate degree in Nursing. Bachelor of Science in Nursing preferred.
- Currently licensed as a Registered Nurse in the state of Nebraska or current compact state license required.
- Basic Life Support certification required.

- CPR certification required.

### **Additional Preferred Licensure/Certificates**

- Completion of Federal Emergency Management Agency Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, and 800 will be required to complete the courses within one month of employment.
- A valid Nebraska driver's license.

### **How to Apply**

Send resume and cover letter to Grant Brueggemann, Executive Director – [grant@sedhd.org](mailto:grant@sedhd.org)