

Job Title: Public Health Nurse		
FLSA Status: Nonexempt	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Starting Pay Range: \$30.78 – \$35.52
Location: Auburn, Nebraska City, or Tecumseh Nebraska		
Supervises: None		
Reports To: Executive Director		

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

Clinical Nursing and Case Management

- Apply the nursing process to provide case management services for individuals and families, ensuring access to care, continuity of services, and efficient use of healthcare resources. Documentation may include both electronic and paper charting.
- Assess, monitor, and evaluate patient responses to treatment and medications.
- Engage individuals and families in addressing identified health issues through empathy, effective communication, active listening, and established health assessments.
- Provide referrals and care coordination services to individuals seeking healthcare and supportive services.
- Lead and participate in care coordination activities with healthcare partners, providers, and patients.
- Maintain accurate patient records and strict confidentiality at all times.

Public Health and Disease Prevention

- Provide for the prevention and control of communicable diseases through epidemiological investigations and public health interventions.
- Apply epidemiological principles to evaluate health trends, identify risk factors, and assess the health needs of population groups.
- Provide public health nursing information, education, and instruction in community settings including schools, daycares, clinics, and other organizations.
- Provide health education and general health-related instruction to individuals, families, and community groups using a health literacy approach.
- Assist with the selection, development, and delivery of educational curricula for children and adults within the community.
- Develop and update informational and educational materials, including newsletters, brochures, recruitment packets, and other outreach resources, while increasing the availability of bilingual health information.

Emergency Preparedness and Response

- Participate in public health emergency preparedness, planning, training, and response activities.
- Assist in the development and maintenance of public health policies, procedures, and practices that strengthen emergency response efforts.

Program Planning, Evaluation, and Quality Improvement

- Participate in program planning, implementation, evaluation, and continuous improvement activities, including the development and monitoring of assigned work plans and progress toward program goals.
- Participate in accreditation activities, community health needs assessments, performance management, strategic planning, program design, and evaluation of health programs using data-driven decision-making practices.

- Participate in quality assurance and compliance activities to ensure adherence to applicable laws, regulations, policies, and procedures.
- Conduct activities and programs in accordance with budget limitations and funding source requirements.
- Compile, prepare, write, and edit reports and required documentation for funders, ensuring all reporting requirements are submitted accurately and timely.
- Assist with the preparation and submission of grant applications, subawards, and other funding opportunities to support departmental programming, as directed.

Community Relations and Outreach

- Facilitate meetings with community partners using leadership techniques that encourage participation, collaboration, and consensus-building.
- Participate in marketing and outreach activities to promote departmental programs and services to community partners and the public.
- Assist in developing and implementing marketing and outreach plans and report marketing activities to department leadership and community stakeholders.
- Work collaboratively with department staff to maintain awareness and understanding of departmental programs and services for effective community representation.

Professional Practice and Development

- Maintain current knowledge of public health nursing practices, disease prevention, chronic disease management, maternal and child health, and emerging healthcare trends and innovations.
- Maintain working knowledge of the nursing process, medical terminology, medical recordkeeping, healthcare laws and regulations, universal precautions, infection control practices, and confidentiality standards.
- Provide training, orientation, and education to staff, students, clients, and community members using a health literacy approach.
- Maintain professional and cooperative working relationships with coworkers, community partners, clients, and others encountered through work assignments.
- Attend and participate in conferences, workshops, trainings, and professional development activities as directed.
- Provide expertise regarding public health nursing scope, standards of practice, and public health policy at multiple levels.

General Responsibilities

- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate positive public relations skills and the ability to work effectively with individuals from diverse communities, backgrounds, cultures, lifestyles, education levels, physical abilities, and identities.
- Demonstrate professionalism, accountability, and willingness to assume responsibility and additional assignments as needed.
- Skilled in facilitation, presentations, active listening, group processes, and team dynamics.
- Skilled in the use of standard desktop software applications, including Microsoft Office, with the ability to learn and utilize additional software and web-based programs as needed.
- Ability to work effectively with all levels of agency management and staff.
- Ability to conduct research activities, analyze and summarize data, and prepare clear and concise reports and conclusions.
- Ability to read, write, and comprehend documents such as healthcare laws, regulations, safety rules, policies, procedures, and technical instructions.
- Ability to communicate effectively, both orally and in writing, and present information clearly to a variety of audiences.

- Ability to think strategically and exercise sound judgment, initiative, and discretion.
- Ability to organize, analyze, interpret, and apply technical and programmatic information.
- Ability to coordinate activities among diverse groups, organizations, and agencies.
- Ability to establish and maintain positive and effective working relationships with coworkers, government officials, partner organizations, community stakeholders, and the general public.
- Ability to manage work processes effectively, prioritize assignments, and meet established deadlines.
- Ability to organize, plan, and prioritize projects using effective time management skills.
- Ability to work independently while also contributing effectively as part of a team.
- Ability to adapt to changing priorities and work environments with flexibility and professionalism.
- Ability to remain action-oriented, demonstrate perseverance, motivate others, and maintain focus on organizational and program goals.

EDUCATION AND EXPERIENCE

- Associate Degree in Nursing. Bachelor of Science in Nursing preferred.
- Three (3) years of relevant experience. Experience with community planning, program development, implementation, and evaluation are highly desired. Applicants fluent in both English and Spanish preferred.
- Exceptional writing, attention to detail, and interpersonal communication skills are essential.
- Proficient in Microsoft Office computer applications. Experience and or training utilizing database, statistical, and graphics software preferred.

OTHER

- Must be able to use personal vehicle for travel if needed.
- Able to work in a smoke-free and drug-free work environment.
- Able to pass pre-employment screenings and agree to have a background check.
- Able to spend prolonged periods sitting at a desk and working on a computer.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current and active licensure as a Registered Nurse in the State of Nebraska or possession of a multistate license through the Nurse Licensure Compact (NLC).
- Current Basic Life Support (BLS) certification required.
- Valid driver's license with the ability to maintain an acceptable driving record.
- Current proof of vehicle insurance coverage.
- Completion of National Incident Management System (NIMS)/Incident Command System (ICS) independent study courses ICS 100, 200, 700, and 800 required. Applicants who have not completed these courses at the time of hire must complete them within three (3) months of employment.

WORKING CONDITIONS

Work is performed primarily at SEDHD office sites, as well as community sites. Computer equipment, copiers, personal or Department vehicles, and public health equipment and supplies are used to perform functions. This job may encompass light lifting, standing, walking, being seated for extended periods, possible overtime, driving, some overnight travel, and infrequently working nights and weekends. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations.

EQUAL OPPORTUNITY

The Southeast District Health Department is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

Submit an application on the Southeast District Health Department's [Career Opportunities page](#).