

POSITION OPENING

Part-Time Public Health Nurse – Health Dept.

DUTIES

Responsible for providing education, health, and nursing care to County residents and ensuring compliance with established policies, practices, protocols, and professional/public health standards.

Manages care of clients using established protocols, ensuring compliance with all applicable County Health Department policies and procedures, Indiana State Department of Health standards, HIPAA regulations, and all other federal and state laws relating to privacy, confidentiality, and service delivery.

Coordinates walk-in immunization clinics, including set-up, administration, and post clinic duties.

Advises clients on needed routine vaccinations for various age groups based on the Centers for Disease Control guidelines. Reviews patient records to ensure accurate immunizations are being administered and prepares immunizations for injection using sterile technique.

Educates the public on vaccine-preventable diseases and periodically conducts off-site vaccination clinics.

Maintains the CHIRP immunization program, including verifying and entering new vaccines in the computer. Maintains patient immunization records and sends out reminders to parents/guardians for immunization updates.

Maintains appropriate vaccine inventories, receives and stocks shipments, and monitors freezer/refrigerator temperatures.

Provides newborn screenings as requested by area hospitals on discharge from the hospital.

Prepares and administers medications and/or treatment as prescribed by physicians.

Investigates reportable communicable diseases, providing education, submitting appropriate specimens to the lab, completing/filing epidemiological reports, and submitting to ISDH as required.

Receives fees for services, records payments, and issues receipts. Forwards cash receipts to the Auditor and reconciles accounts for accuracy.

May provide testimony in legal proceedings/court as requested.

Provides health care/education to County residents, and performs related duties as assigned.

REQUIREMENTS

Degree or completion of LPN, ADN or BSN and current licensing as a Nurse in the State of Indiana.

TB skin testing, and/or other areas as required for public health programs/operations.

Must be at least 21 years of age.

Must submit to a background check and drug screen.

Knowledge of public health laws and accepted principles and practices of public health nursing, with the ability to effectively examine and screen individuals, assess needs, and provide information, treatment, assistance, and referrals.

Knowledge of health and social services available to County residents, with the ability to implement public health programs and facilitate referrals as appropriate.

Ability to maintain positive community support and present public speaking engagements and special events.

Ability to respond to public health emergencies on a 24-hour basis.

Possession of a valid Driver's License and demonstrated safe driving record.

This is a grant-paid position that can work up to 28 hours per week at the rate of \$22.00 per hour. There are no benefits to this position, and it is available only as long as the grant funding persists.

Dearborn County is an equal opportunity employer

Send resume/application to Amy Rose arose@dearborncounty.in.gov