

**PUBLIC HEALTH NURSE  
COLUMBIA COUNTY HEALTH AND HUMAN SERVICES**

**POSITION DESCRIPTION**

**I. Position Summary**

This position is a professional nursing position under the general supervision of the Columbia County Health Officer. This position performs public health nursing duties and responsibilities as defined by County, State or Federal programs and laws.

**II. Essential Duties and Responsibilities**

1. Use the nursing process to assess, plan, implement and evaluate needs, priorities and outcomes for individuals and families in the home, clinic or other settings.
2. Effectively provide health education and/or counseling services to individuals and families in home, clinic or other settings to assure optimal health.
3. Plan, organize and staff public health clinics (i.e. Immunization, Flu, Walk-In, Women, Infants and Children (WIC)) and programs (i.e. Prenatal Care Coordination, Healthcheck, Childhood Lead, Environmental Health, Human Health Hazards, Amish Home Visitation, Public Health Preparedness, Prevention, Immunization, Well Water, Fluoride Supplements and Varnish).
4. Provide surveillance, control and follow-up for communicable diseases including administering, distributing and monitoring patients receiving tuberculosis related medication.
5. Coordinate and/or participate in community health programs (i.e. coalitions).
6. Collect, organize, record and report data and other information in a timely, efficient, legal and confidential manner.
7. Provide public health nursing services in a caring, respectful and culturally sensitive manner.
8. Work collaboratively as a team with agency management and staff, schools, businesses, medical clinics, hospitals, law enforcement, nursing homes and other community partners to optimize the health and well-being of Columbia County citizens.
9. Respond to public health and safety emergencies as directed by the Public Health Emergency Plan
10. Other duties and responsibilities as assigned

**III. Education and Experience Requirements**

1. Bachelor's degree in Nursing from a four (4) year National League of Nursing accredited college or university
2. Meets qualifications to practice Public Health Nursing as outlined in HFS 139.08
3. Prior experience in public health nursing desired

**IV. Licensure, Knowledge and Skill Requirements**

1. Current State of Wisconsin license as a Registered Nurse
2. Current CPR certification
3. Valid Wisconsin Driver's License – Must have a dependable, insured vehicle for use during work
4. Knowledge of and ability to apply public health nursing practices and principles of Public Health Nursing across the life span applicable to assessment, promotion, and maintenance of individuals, families and the community
5. Knowledge of epidemiologic investigation, control and care of communicable diseases and illnesses
6. Knowledge of child development, prenatal, infant and child assessment and intervention
7. Knowledge of vaccine administration and practices
8. Knowledge of cultural, environmental, sociological and psychological factors influencing the health status of individuals and populations
9. Ability to communicate effectively both orally and in writing and speak publicly to groups
10. Ability to establish and maintain effective working relationship with other staff, community professionals and the public
11. Ability to work collaboratively with multidisciplinary teams to improve individual and/or population outcomes
12. Knowledge of the effects of trauma and ability to provide trauma informed care
13. Ability to work independently and exercise considerable judgement and discretion in carrying out designated duties according to established policy/procedures
14. Proficient use of Microsoft Office applications

## **V. Physical Requirements**

1. Frequent bending, lifting, twisting, turning, carrying, pushing, grasping, climbing, stretching, squatting, sitting, standing, walking and driving
2. Good vision and hearing are essential
3. Good manual dexterity of hands and fingers
4. Able to lift/carry/push/pull at least 25 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.