

**POSITION VACANCY  
COUNTY OF WAYNE, INDIANA**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED  
BEGINNING NOVEMBER 14, 2024 OR UNTIL THE POSITION IS FILLED.**

**JOB TITLE: Public Health Nurse, #10955**

**On-line: <https://www.co.wayne.in.us/web/jobs/index.php>**

<b>Date Posted:</b>	<b>November 14, 2024</b>
<b>Department:</b>	<b>Public Health</b>
<b>Hours:</b>	<b>Hourly - 40 hrs.</b>
<b>Salary:</b>	<b>\$52,543.97/annually</b>

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Public Health Nurse for the Wayne County Health Department, responsible for providing health care and education to Wayne County residents.

**DUTIES:**

Implements immunization programs according to Indiana Department of Health (IDOH) guidelines, interviewing/educating parents, explaining consent forms, pre-registering children, determining/administering appropriate vaccines, and maintaining written and computer client records.

Responds to telephone inquiries regarding diseases, immunizations, and general health information. Refers callers to appropriate agencies for additional information or assistance.

Monitors/maintains tuberculosis prevention and treatment program, including administering/interpreting Mantoux tests for children and adults; maintaining detailed records; counseling/explaining treatment and universal health precautions and monitoring adherence; conducting periodic follow-up tests and testing contacts for disease spread; and communicating with medical personnel regarding patient care. Providing TB medication for both latent and active

Tuberculosis. Provides directly observed therapy (DOT) for all cases of active TB, involving watching an individual take every dose of medication for 6 to 9 months.

Investigates reports of communicable diseases according to state and Center for Disease Control (CDC) guidelines, including interviewing, educating, and testing patients and their contacts, maintaining records, communicating with/reporting to IDOH, and conducting follow-up as needed.

Promotes community health education, including providing oral and printed information to patients and office/clinic visitors, and maintaining database of various health topics, such as diseases, treatment, and sources. Serves as resource/referral agency for schools, physicians, and the community.

Interviews and assesses/evaluates endangered adults and at-risk infants in home visits and makes referrals to appropriate health providers.

Assists in testing children exposed to lead, including taking blood samples, assisting with forms, forwarding results to parents and physicians, and conducting home visits. Reporting elevated levels to IDOH and conducting case management of those cases, as well as cases reported from other health care providers and agencies.

Conducts patient assessments, charting physical and psychological conditions, obtaining specimens and drawing blood for diagnostic procedures, performing tests and analyzing results as ordered by examiner.

Assists examiners as needed, preparing exam rooms with appropriate equipment and supplies, providing lab results for examiner, instructing patients on treatment and medication procedures, and preparing and dispensing medications accordingly.

Consults office staff and other health care professionals regarding patient care, as needed.

Performs various administrative and clerical tasks, including maintaining and updating policies, forms, records, and patient charts, preparing and charting patient-care plans, scheduling appointments, contacting patients with follow-up questions and/or test results, phoning in prescriptions to pharmacists, and assembling educational materials for community programs.

Maintains and monitors exam room equipment and medical supplies, cleaning and replacing equipment as necessary, and ordering and restocking supplies as needed.

Maintains and tracks inventory of all vaccines, as well as medications received for continued patient care.

Follows and adheres to all Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines for protected health information (PHI).

Maintains current knowledge of public health issues by attending conferences and seminars.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree (preferred) in nursing and current Indiana registered nurse license (with 1-year minimum experience).

Possession of or ability to obtain CPR instructor certification and TB skin test certification, and ability to maintain certifications according to state requirements.

Working knowledge of and ability to make practical application of public health laws, accepted principles and practices of Public Health nursing, and immunizations.

Working knowledge of health and social services available to County residents and ability to coordinate services and facilitate referrals as appropriate.

Working knowledge of standard office practices, basic computer skills, and medical terminology, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports as required.

Ability to properly operate a variety of standard office and medical equipment, including computer, copier, calculator, telephone, stethoscope, thermometer, non-stress test, tympanogram, bone density heel scan machine, glucometer, sterilizer, ear wash, ultrasound, spirometer, and NST machine.

Ability to effectively communicate orally and in writing with co-workers, other county personnel, IDOH, health care providers, school personnel, community organizations, local Family and Social Services Administration, children, and adults, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute/perform arithmetic operations, such as measuring and dispensing medications.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to file, post, copy data from one document to another, and interview to obtain information.

Ability to write and edit news releases, assist with public health education programs, and conduct public presentations.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work extended and/or evening hours, and occasionally travel out of town for clinics and seminars, sometimes overnight.

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

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

## **III. RESPONSIBILITY:**

Incumbent is responsible for proper implementation of public health programs according to technical specifications and standard practices of the profession. Incumbent must have supervisor's permission to deviate from standard operating procedures. Work is reviewed for

soundness of judgment, technical accuracy, and compliance with department policy and legal requirements.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County personnel, IDOH, local health care providers, school personnel, community service organizations, local Family and Social Services Administration, children, and adults, for purposes of exchanging and explaining information, and providing health screening, treatment, referrals, and education.

Incumbent reports directly to Deputy Director of Clinical Services.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a medical setting, involving sitting/walking at will, sitting/standing/walking for long periods, pushing/pulling objects, lifting/carrying objects weighing 25 to 50 pounds, crouching/kneeling/bending/reaching, close and far vision, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is exposed to normal health hazards associated with public health nursing for which universal health precautions must be followed to ensure safety of self and others. Incumbent may work with or be exposed to violent/irate individuals. Incumbent occasionally works extended and/or evening hours, and occasionally travels out of town for clinics and seminars, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

**APPLY AT:** Wayne County Government  
Human Resources Department  
401 E. Main Street,  
Richmond, IN 47374

**On-line:** <https://www.co.wayne.in.us/web/jobs/index.php>

***Wayne County Government is  
an Equal Opportunity Employer***