



PDG Public Health Nurse II

Job Description

Department: Health
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Bureau Director – Nursing or
Nurse Supervisor

Summary

Under general guidance and direction of the Bureau Director – Nursing or Nurse Supervisor, performs licensed registered nurse work for the Preschool Development Grant (PDG) at Utah County Health Department (UCHD) public health clinics and in private homes according to assigned area of responsibility. Accomplishes work at a full-functioning level due to experience and/or additional education.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Participate in one (1) or more programs or functions as determined by the Division Director.
2. Respond to public health emergencies as required by the Department or Division Administration; carry provided communication device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
3. During times of emergency or pandemic, job duties may be modified as needed and may be significantly different from primary duties.
4. Perform work in various settings as assigned/reassigned.
5. Complete initial and ongoing home visitation education, as required.
6. Follow the Nursing Process in implementing home visiting into personal nursing practice.
7. Develop therapeutic relationships, utilize concepts of reflection and motivational interviewing with women and their families in a home visitation environment.
8. Visit clients in their private homes or at an alternate Utah County location to assess infant/toddler growth and development; provide education on nutrition, breastfeeding, bottle feeding, newborn care, development, and related issues.
9. Identify parents and children requiring additional services; coordinate care for pregnant mothers and children from birth to age eight (8); partner with families to create individualized care plans; and accurately document home visits, service plans, assessments, and visits.
10. Perform developmental assessments for infants and toddlers, including vision, hearing, nutrition, and other screenings.

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Effective Date: 6/20/2026
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

11. Obtain and evaluate health and nutrition histories to identify high-risk or developmentally delayed infants and toddlers in order to provide appropriate referrals and early intervention.
12. Assess family risk factors; refer families with psychological concerns to appropriate specialists; counsel families on available resources and provide professional articles and other applicable materials; create referrals as appropriate.
13. Ensure pregnant clients receive appropriate prenatal care.
14. Assess new mothers for post-partum depression.
15. Maintain regular contact with clients; coordinate care activities with other agencies serving the same clients.
16. Contact families to evaluate both referral source concerns and family-identified needs, while prioritizing cases by urgency and severity; help families with urgent concerns that can be solved locally.
17. Determine the frequency of family follow-up based on:
 - a. Acuity of child's physical and behavioral health
 - b. Parent or guardian capacity to follow through
 - c. Urgency of need for supportive services
 - d. Parents' desire to continue care planning and coordination
18. Regularly update care plans to track progress toward established goals and set new objectives in partnership with the family.
19. Collaborate with families to identify and access resources:
 - a. Refer to collaborating agencies, in-home programs, virtual services, and other appropriate resources.
 - b. Research and connect families with specialized support services not readily available within the immediate community and make appropriate referrals as needed.
20. Manage Ages and Stages Questionnaires (ASQ) screenings for eligible children:
 - a. Maintain program registration in the Department of Health and Human Services (DHHS) Enterprise account.
 - b. Educate families on the importance of developmental screening and promote ASQ participation.
 - c. Ensure screening data is entered into the Department's Enterprise Brookes account within 30 days.
 - d. Refer families to appropriate services, including early childhood care coordination, to address any identified delays or concerns.
21. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Current knowledge of physical, mental, and community health issues
- Knowledge of infant and child growth and developmental milestones
- Knowledge of case management principles and referral resources
- Knowledge of appropriate handling of protected health information (PHI)
- Knowledge of nursing procedures

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- Skilled in using computer applications or programs unique to Utah County and/or the Health Department
- Skilled in written and verbal communication
- Skilled in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Skilled in emergency and first aid response
- Skilled in performing injections and venipuncture
- Skilled in the use of health screening equipment
- Ability to work independently in non-clinical settings (e.g., private homes)
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities.
- Ability to manage multiple tasks, assignments, and projects independently under pressure
- Ability to interact in a professional manner with people from varied educational, socioeconomic, and cultural backgrounds
- Ability to maintain organized and accurate medical records
- Ability to teach health-related issues and lead discussions for large and small groups

Supervisory Responsibility

This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

Work Environment

This job operates primarily in an environmentally controlled setting such as an office or client's home but may require daily travel from one work site to another location. Clinics may be offered outdoors in inclement weather such as drive-through immunization clinics or testing sites. This position requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations including confrontational, emotionally charged, or uncomfortable circumstances. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals, and work often requires the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision, the ability to adjust focus, and the ability to distinguish between shades of color and patterns.

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The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Nursing from an accredited college or university.
OR
2. Associate degree in Nursing from an accredited college or university plus two (2) years of work experience as a registered nurse.

Preferred Education and Experience

1. Preference may be given to applicants with a Bachelor's degree in Nursing.
2. Preference may be given to applicants who are bilingual in English and Spanish.
3. Preference may be given to applicants with Home Visitation experience and Preschool Development Grant (PDG) Care Coordination knowledge.

Additional Eligibility Qualifications

1. Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state registered nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees.
2. Incumbents must possess Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR), and first aid certifications.
3. Incumbents must successfully complete annual training required to maintain licensure and certifications.
4. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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6. Selected applicants shall follow Utah County Health Department (UCHD) immunization and TB policy for healthcare workers.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee _____ Date _____

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