



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 supervision of a Bureau Director – Nursing or Nurse Supervisor, performs licensed registered nurse work at Utah County Health Department (UCHD) public health clinics and in private homes according to assigned area of responsibility. Nursing work is performed 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 mobile phone or other emergency communication devices during work hours and at all other times when unavailable by phone at home.
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.

May be assigned duties from one (1) or more of the following functional areas:

Clinic Services

1. Participate in various health clinics, including off-site clinics and fairs; provide information about topics including, but not limited to:
 - a. Sexually transmitted infections
 - b. Cancer screening
 - c. Well-child and adult health screening
 - d. Immigration physicals
 - e. Family planning
 - f. Immunizations
 - g. Communicable diseases

For Office Use Only

Job Code: 2022

Job Title: Public Health Nurse II

FLSA: Exempt

Effective Date: 2/13/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

2. Perform health screenings such as physical exams, blood pressure checks, cholesterol screening, A1C and blood glucose screening, pregnancy tests, hemoglobin and hematocrit screening, as well as other screenings, as determined by the Division Director and Medical Director; provide education and referrals, as needed.
3. Oversee and perform case management of clients, which may include coordinating resources, proper testing and treatment, documenting progress of clients, and coordinating medical referrals, as needed; visit community agencies to obtain information and provide education.
4. Interview clients or legal guardians to review medical history and to determine age-appropriate immunizations; administer appropriate vaccines to clients of all ages according to current guidelines and in compliance with UCHD policy; inform client or guardian of expected immunization side effects and appropriate treatment; document administered immunizations appropriately.
5. Assess immigration clients for needed lab tests and immunizations.
6. Perform metabolic screening on infants and inform clients about the benefits of metabolic screening.
7. Perform venipuncture, as needed.
8. Counsel clients about preventable medical conditions, such as high blood pressure, obesity, and heart disease.
9. Provide emergency resuscitation and treatment to clinic patients, as needed.

Maternal/Child and Home Visitation

1. Visit clients in their private homes to provide assessment and education about growth of infant/toddler, nutrition, breast and bottle feeding, newborn care, development, and related issues.
2. Identify parents and children who need additional services; make referrals and provide case management for mothers, children, and families; document home visits, service plans, assessments, and visits appropriately.
3. Assess vision, hearing, nutrition, and infant/toddler development; conduct reflex assessments.
4. Obtain and evaluate health and nutrition history; identify high-risk or developmentally delayed infants/toddlers in order to provide appropriate referrals and early intervention.
5. Assess risk factors of families; assist families with managing severe psychological issues; counsel families on available resources and provide professional articles and other applicable materials; create referrals, as appropriate.
6. Ensure pregnant clients receive appropriate prenatal care.
7. Assess new mothers for post-partum depression.
8. Maintain regular contact with clients; coordinate care activities with other agencies serving the same clients.
9. Assist with completing the Medicaid enrollment process, including referrals and Medicaid case management.

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Epidemiology

1. Assist with investigation of communicable disease outbreaks and in cases of persons with reportable diseases; work with the Utah Department of Health (UDOH) epidemiologists, laboratory personnel, and others to gather information and report and investigate communicable diseases and outbreaks to appropriate persons, agencies, and the public according to guidelines.
2. Educate patients, families, and clinicians of symptoms, treatment, and prophylaxis of communicable diseases; attend regular local and state meetings, as assigned.
3. Ensure confidentiality and security of patient records.
4. Prepare and maintain accurate records and statistics regarding County communicable disease cases.
5. Work with Utah Department of Health and Human Services epidemiologists to coordinate local and state communicable disease surveillance efforts; conduct passive surveillance on all reportable communicable diseases; conduct active and/or seasonal surveillance on reportable communicable diseases, as needed.
6. Maintain working relationships with sentinel sites, school sites, clinic sites, and others who participate in surveillance efforts as well as with hospital Infection Control Practitioners, labs, and healthcare providers.
7. Assist with planning and execution of emergency preparedness exercises for UCHD and healthcare providers, clinics, hospitals, labs, and other partners; maintain directory of partners and send necessary notifications when applicable.
8. Coordinate the Department's planning and response efforts for infectious diseases, including coordinating with local hospitals and related healthcare facilities on their infectious disease control efforts for communicable diseases.
9. Work closely as a part of the Department's Emergency Response Team in planning, implementing, testing, and training for possible public health emergencies.

Knowledge, Skills, and Abilities

- Current knowledge of physical, mental, and community health issues
- Knowledge of appropriate handling of protected health information (PHI)
- Knowledge of nursing procedures
- Skilled in using computer applications or programs unique to Utah County and/or the Health Department
- Skilled in written and verbal communication
- Skilled in emergency and first aid response
- Skilled in performing injections and venipuncture
- Skilled in the use of health screening equipment
- Ability to establish rapport and maintain cooperative work relationships
- Ability to interact in a professional manner with people from varied educational, socio-economic, and cultural backgrounds

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- 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 does serve as a coach and mentor for other positions in the department.

Work Environment

This job typically operates 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-thru 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 a laptop, desktop, smartphone, photocopier, shredder, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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 hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift office supplies weighing 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. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. 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.

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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 candidates with a bachelor's degree in Nursing.
2. Preference may be given to candidates who are bilingual in English and Spanish.

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), CPR, and first aid certifications.
3. Incumbents must successfully complete annual training required to maintain licensure and certifications.
4. Applicant must possess a current driver license and obtain a valid State of Utah driver license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall follow UCHD immunization and TB policy for healthcare workers.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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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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