



# Public Health Nurse II

## Job Description

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

### Summary

Under the direction of a Bureau Director or other nursing supervisor, performs licensed registered nurse work at Utah County Health Department (UCHD) public health clinics, public schools, 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 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.

May be assigned to work on one of the following functional areas:

#### School Nursing

1. Plan, implement, and evaluate the health services program at assigned school(s).
2. Monitor well-being of students with disabilities, chronic illnesses, severe allergies, or other health problems and help other students and school personnel to be aware of the special needs.
3. Manage medication administration in the school setting and make medication referrals when appropriate.
4. Develop a health care plan for students with health concerns; monitor and document student progress.
5. Review immunization records to ensure compliance with state law as well as to assist with outbreaks of vaccine-preventable diseases.

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

6. Perform vision screening on students according to state mandate and refer students to eye doctors if necessary; follow-up with the family to ensure proper care was received.
7. Screen students for vision problems; document appropriately; make referrals as needed, and follow-up.
8. Perform other screenings as necessary.
9. Control the spread of head lice by examining students and educating parents.
10. Work with children who have special medical needs within assigned school(s); administer g-tube feedings, medications, catheterization, and related nursing procedures as needed.
11. Teach and manage classes on health-related topics to students, parents, and faculty, such as:
  - a. Maturation
  - b. Communicable diseases
  - c. Blood-borne pathogens
  - d. Cardiopulmonary resuscitation (CPR) and first aid
  - e. Personal hygiene
12. Manage first aid and emergencies as needed; provide initial emergency first aid care to students and faculty when appropriate; ensure that at least three (3) staff members per school are CPR and first aid certified.
13. Make appropriate medical, mental health, and dental referrals for students and family members to state and local agencies; follow up as needed.
14. Visit homes of students to identify possible health-related reasons for chronic absences; provide education and referrals as needed.

### **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
2. Perform health screenings including physical exams, blood pressure, and cholesterol screening as determined by the Division Director; provide education and referrals as needed.
3. Document progress of clients and coordinate medical referrals as needed; visit community agencies to obtain information and provide education.
4. Case manage specific clients.
5. 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 procedure and in compliance with UCHD policy; inform client or guardian of expected immunization side effects and appropriate treatment; document administered immunizations appropriately.

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6. Assess immigration clients for needed lab tests and immunizations.
7. Perform pregnancy testing and referrals as needed.
8. Perform metabolic screening on infants and inform clients about the benefits of metabolic screening.
9. Perform venipuncture as needed.
10. Counsel clients about preventable medical conditions such as high blood pressure, obesity and heart disease.
11. Provide emergency resuscitation and treatment to clinic patients as necessary.

### **Prenatal 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; identify parents and children who need services; make referrals and provide case management for mothers, children, and families; document home visits, service plans, assessments, and contacts appropriately.
2. Assess vision, hearing, nutrition, and infant/toddler development; conduct reflex assessments.
3. Obtain and evaluate health and nutrition history; identify high-risk or developmentally delayed infants/toddlers in order to provide appropriate referrals and early intervention.
4. Assess risk factors of families and help families deal with severe psychological issues by providing professional articles and other applicable materials such as referral information.
5. Ensure pregnant clients are receiving appropriate prenatal care.
6. Assess new mothers for post-partum depression.
7. Maintain regular contact with clients; coordinate care activities with other agencies serving the same clients.
8. Assist in completing the Medicaid enrollment process including referrals and Medicaid case management.

### **Epidemiology**

1. Assist in the 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 regarding assignment.
3. Prepare and maintain accurate records and statistics regarding County communicable disease cases, ensuring confidentiality and security of individual patient records.
4. Work with UDOH epidemiologists to coordinate local and state communicable disease surveillance efforts; conduct passive surveillance on all reportable communicable diseases, seasonal surveillance on Influenza and West Nile Virus, and active surveillance as necessary.

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5. 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.
6. Plan and execute emergency preparedness exercises for UCHD and healthcare providers, clinics, hospitals, labs, and other partners; maintain directory of partners and send necessary notifications when applicable.
7. 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.
8. 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)
- 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 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, school, 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.

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**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.

**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 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.

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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.

**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.

**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.

**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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