

## **Public Health Nurse II (WIC/Clinical)**

### **Primary Purpose of the Organizational Unit:**

The Jones County Health Department staff serves approximately 10,000 citizens with the primary mission devoted to promoting sound health policies within the community, to preventing and controlling the spread of disease, to facilitating rehabilitation of the disabled and to safeguarding the integrity of the environment. Health Department employees provide a myriad of health and environmental services to the citizens of Jones County.

### **Primary Purpose of Position:**

This position primarily directs the Women, Infants & Children (WIC) Program which provides assessments, certifications and low level/low risk nutritional counseling to clients; will assist the physician/physician extender in the provision of medical services within the clinic; and will assist the DSS Social Worker with the clinical portion of the assessment of clients being considered for the Community Alternatives (CAP) program.

### **Work Schedule:**

Normal working hours are from Monday through Friday, 8:00 am until 5:00 pm. Work may require employee to work extended hours or to participate in services offered after 5:00 pm or weekend work as needed. Scheduled hours may be amended to accommodate special or additional services. All nurses are required to staff emergency shelters during disasters which require working extended hours. Employee is required to work in any public health emergency including but not limited to natural disasters, man-made disasters, influenza pandemics or other outbreaks of communicable diseases.

### **Change in Responsibilities or Organizational Relationship:**

The only change was to remove case management for the Pregnancy Care Management (OBCM) program.

### **DESCRIPTION OF RESPONSIBILITIES AND DUTIES:**

#### **60% Plan, implement, manage and deliver services for the WIC nutrition program:**

This position directs the activities of the WIC Program. Updates established policies, procedures and standing orders for the program operation and directs daily activities, such as organizing workflow, work schedules and ensuring standards are met throughout Jones County. Assesses and evaluates program needs and makes recommendations to the Local Health Director. Provides nutrition services in accordance with state and federal regulations and guidelines. This includes performing WIC certifications and nutritional assessments and providing normal and high-risk nutrition counseling. Provides training and services in accordance with federal and state regulations and guidelines to WIC Vendors in the county. Responsible for indirect supervision of one WIC Assistant including the recruitment and selection process, training, counseling and disciplining and evaluating overall performance.

#### **25% Clinic Services:**

Employee will be required to participate in health department clinics as scheduled by the supervisor; will assist the physician and/or physician extender in the provision of medical services and will provide

appropriate documentation in the medical records typically after gathering pertinent information in regards the client's health history. Employee will perform basic nursing services in the homes, schools and clinics provided by the health department. Employee will assess client needs, develop nursing care plans and patient goals, make referrals to other community agencies, and provide explanations in regard to physician order and instructions. Other functions include considerable education and counseling regarding health issues.

**10% Community Alternatives Program (CAP):**

Through a contract with the Jones County Department of Social Services, employee will assist the DSS Social Worker with clients eligible to receive CAP services; will complete the initial clinical portion of the assessment of clients being considered for the program, as well as annual reassessments; will assist the DSS Social Worker in developing a plan of care with the client including goals, services to be provided, and will write progress notes; and will meet as necessary with care plan team members to discuss issues related to the client's condition.

**5% Other Duties**

Employee will perform other duties as assigned by the Nursing Supervisor. Employee will participate in educational in-services and professional development as assigned by the Nursing Supervisor. Employee is required to work in any public health emergency including but not limited to natural disasters, man-made disasters, influenza pandemics or other outbreaks of communicable diseases.

**OTHER POSITION CHARACTERISTICS:**

Accuracy Required in Work:

Accuracy is extremely important in all aspects of this position but particularly in direct patient care areas. Employee's work and decision-making responsibility have a direct effect on the client population served. Independent decision-making in this position requires 100% accuracy.

Consequence of Error:

Employee must understand all clinic and program services for the purpose of providing accurate information when educating, treating and counseling patients and families. Employee's work and decision-making could have a substantial impact on the client population served. Employee will work closely with other nursing staff, regional nursing consultants and Health Director. Errors in work and judgment can cause sickness and even death to patients as well as potential possibilities of litigation against the county and state.

Instructions Provided to Employee:

Position reports to the Public Health Nursing Supervisor I. May also receive instruction from the Physician, Health Director and/or regional and state nurse consultants.

Guides, Regulations, Policies and References Used by Employee:

Jones County Policies, Procedures and Standing Orders; Program manuals provided by the Department of Health and Human Services North Carolina Nurse Practice Act; North Carolina Pharmacy Laws; North Carolina Public Health Laws; State and Federal Laws as they apply to medical treatment Public Health Nursing Standards; Regional and state updates regarding medical treatment.

Supervision Received by Employee:

Work is reviewed for adherence to established Public Health Nursing Standards. Daily work is self-planned and performed with considerable independence. Short range plans and changes can usually

be implemented; other longer range planning may be completed and in conjunction with Health Director, Nurse Supervisor and Physician.

Variety and Purpose of Personal Contacts:

This position requires contact with clients, various professional disciplines and community resources. The nurse works with clients and other professionals in providing and advising on comprehensive case management and medical care.

Physical Effort:

Intense physical effort is not required for this position. It will however require some effort and stressful conditions when experiencing busy clinic services or visiting a home with sensitive and explosive issues.

Work Environment and Conditions:

Work environment is primarily the health department but may also include other locations and facilities when disease prevention or outbreak control is needed. Employee must participate in emergency shelter duty during emergency and/or disaster situations. Work requires some exposure to patients who may be difficult to work with and a mildly disagreeable work environment. Also, may be periodically exposed to patients who may be contagious with illnesses. There is some potential for harm due to the poor home environments located in sometimes isolated areas and clients and/or family members may have a history of substance abuse, violence, etc.

Machines, Tools, Instruments, Equipment, and Materials Used:

Telephone, fax machine, automobile, computer, medical equipment, gloves, masks, audiometers, accu-check, centrifuge, autoclave, scales, titmus machine, speculums, and other medical equipment.

Visual Attention, Mental Concentration, and Manipulative Skills:

Physical assessment requires close visual attention. Mental concentration is required with all client contacts and intense mental concentration is required when counseling patients, administering immunizations and medications, and when participating in an epidemiological investigation.

Safety for Others:

Follow department policy for OSHA regulations; follow Universal Precautions for Blood and Body Fluids and maintain confidentiality in all medical circumstances.

Dynamics of Work:

Factors that may impact on this position are: Changes in Public Health Laws, DHHS Rules and Regulations, increases in morbidity or disease outbreaks, changes in policies and procedures, CDC recommendations, public demands and interests and numerous other factors as they relate to medical releases.

**KNOWLEDGES, SKILLS, & ABILITIES:**

Knowledge of and skill in the application of nursing techniques and the routine care of clients and the ability to apply it to the area of work. Ability to make astute observations of patients' conditions and to report conditions accurately. Ability to remain calm and function efficiently in emergency and stressed situations. Ability to understand, interpret and relate oral and written instructions. Ability to establish and maintain effective working relationship with patients and families and other employees. Ability to plan and coordinate own work; ability to exercise good judgment in appraising situations and making decisions; ability to secure the cooperation of clients, to elicit needed information and to record services accurately.

**Minimum Training and Experience:**

Graduation from a four-year college or university with a B.S. degree in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or Master's in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of education and experience.

**Additional Training/Experience:**

Administering the Class: Applicants without a B.S. Degree which includes a Public Health Nursing rotation or a Master's in Public Health will be required to complete the "Introduction to Principles and Practices of Public Health Nursing" course within one year of employment.

**License or Certification Required by Statute or Regulation:** A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing; valid North Carolina driver's license