



Boone County Health Department

Public Health
Prevent. Promote. Protect.

1204 Logan Avenue, Belvidere, Illinois 61008
Main Office 815.544.2951 Clinic 815.544.9730 Fax 815.544.2050
www.boonehealth.org

The mission of the Boone County Health Department is to protect and promote health in Boone County.

JOB DESCRIPTION

GENERAL INFORMATION:

Job Title	Personal Health Services Nurse Case Manager
Working Job Title (if different)	Public Health Nurse
Department	Personal Health Services
Revised Date	August 2017
Reports To	Departmental Director
FLSA Status	Non-exempt

GENERAL SUMMARY:

The Public Health nurse provides nursing services to individuals, families, communities, and population groups, directed toward the goals of prevention, assessment, risk reduction, and health status improvement. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners. Public Health nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Public Health nurses at the Boone County Health Department (BCHD) not only work within clinical programs and services provided by a local health department such as Women, Infants, Children; Family Case Management; High Risk Infant Follow-up; Immunizations; and Chronic and Communicable Diseases; but are also charged with the evolving responsibilities of serving the broad and overarching needs of the population. Public Health nurses are an integral and dynamic part of BCHD's team, taking on roles and responsibilities that are not traditionally considered clinical or nursing functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under general supervision and/or as part of various workgroups and teams, the Public Health nurse performs the following essential functions within the framework of Boone County Health Department's provision of the core functions and essential services of Public Health:

Public Health Sciences:

- Performs comprehensive individual and family assessments which include health history, physical assessment, developmental assessment, psycho-social assessment, assessment for substance abuse or domestic violence issues, and assessment of basic needs.
- Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups.
- Uses Public Health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases. Conducts chronic disease screening and prevention.
- Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.

- Obtains and completes appropriate patient "Consent for Care" forms. Follows established Public Health medical records policies and procedures that govern the release of health care information.
- Documents client assessment and intervention data in medical records.
- Responds to individual client emergency situations in the clinical or home setting and summons other health care providers and emergency response personnel as needed.
- Collaborates in development and delivery of programs and activities for population groups that promote health and prevent disease; evaluates outcomes of interventions and collaborates to make changes as necessary.
- Participates in response teams to prevent, minimize, and contain adverse health events resulting from chronic and communicable diseases; injuries; and health disparities.

Community Divisions of Practice:

- Collaborates in BCHD's community health assessment and health improvement planning and intervention activities and collaborates with other community agencies to address community health priorities and determine new ways to address health issues.
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to inform individuals of available health department and community programs/services.
- Contributes to a work environment that fosters ongoing educational experiences regarding Public Health nursing for colleagues, nursing and other health-related students, health care professionals, and members of the community.

Analysis and Assessment:

- Distinguishes between quantitative and qualitative community assessment data; knows how to access and interpret basic community epidemiological data.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.

Leadership and Systems Thinking:

- Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association Scope and Standards of Practice for Public Health Nursing any other Federal and State laws and regulations applicable to practice as an Public Health nursing professional.
- Adheres to applicable Occupational Safety and Health Administration (OSHA) standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or public health emergencies.
- Collaborates in developing a work environment where performance management and continuous quality improvement in professional practice is pursued to improve patient outcomes through collaboration, negotiation, and conflict resolution.

Policy Development and Program Planning:

- Coordinates Public Health activities with environmental and Public Health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Illinois

Department of Public Health (IDPH), the Illinois Department of Human Services (IDHS), and the Centers for Disease Control and Prevention (CDC).

- Collaborates in the development of evidence-based Public Health nursing practices and programs, long and short range policies, and Public Health programs in Boone County.

Communication and Cultural Competency:

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental Public Health policies, regulations and code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Boone County Health Department policy in the collection, maintenance, use, and dissemination of data and information with mandated chart documentation requirements, medical record forms, State and Federal laws, and patient consent.

Financial Planning and Management:

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Other Duties Include:

- Participates in department and community emergency response training consistent with job classification in support of Public Health emergency and disaster preparedness, such as National Incident Management System (NIMS)/Incident Command System (ICS) certification.
- Uses quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective Public Health program.
- Assumes responsibility for own professional growth and development by pursuing continuous improvements in education and training.
- Performs other duties as assigned consistent with job classification (annual school physicals, seasonal flu clinics, weekly immunization clinics, and central intake as needed).

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience:

- Bachelor's degree in nursing from four-year college/university school of nursing (approved by the Department of Professional Regulation) which includes a practicum experience in Public Health nursing.
 - OR an RN from a two-year Associates Degree Program and three years of full-time nursing experience, preferably in a community health or Public Health setting.
- Illinois Registered Nurse Licensure by examination.

- OR an Illinois license by endorsement within six (6) months of the initial date of employment.
- Bilingual candidates in Spanish/English preferred.
- CPR certification within three (3) months of employment.
- Valid Illinois driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge and Skills:

- Knowledge of the core functions and essential services of Public Health and current Public Health nursing principles and processes.
- Knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document the patient's treatment progress; knowledge of health care technology, equipment, supplies, and materials.
- Knowledge of population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.
- Knowledge of health care systems structure and function.
- Knowledge of adult health education techniques and principles including: reproductive health education, related services information, option counseling, and emergency contraception services.
- Knowledge of current IDPH and CDC recommendations for testing and treatment of communicable diseases and sexually transmitted infections; must be comfortable using new mandated testing and clinical procedures.
- Knowledge of current recommendations of the Advisory Committee on Immunization Practice (ACIP) for vaccination of different population groups (as well as immunization administration) and ability to determine which immunizations are needed for an individual based on demographics and medical history.
- Demonstrates ability to use mathematical functions (such as addition, multiplication, computation of ratios and percentages with whole numbers and fractions/decimals).
- Demonstrates ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Due to the need for all Health Department personnel to respond to Public Health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, writing, and repetitive motions.
- The employee must occasionally lift and/or move up to 25 pounds.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone. Visual ability sufficient enough to read documents, screens, and to drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and other applicable Federal and Illinois law.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office setting in health department facilities, as well as community sites in clients' homes and workplaces.

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise (usually moderate), wetness/humidity, vibration, and poor illumination at the job site or while traveling. Travel to and from locations may subject worker to increased risk of driving hazards, and the employee may be required to travel to attend job-related conferences, training, or to other departments. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, chemicals, and animals. The employee must be able to perform and complete duties under stress, deadlines, and while attending to multiple duties at once. The employee must follow all county and department policies, goals, and objectives.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical, or hostile behaviors and/or communication.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, Fax, copier, personal or county vehicle, Public Health and medical equipment, and supplies related to duties. Must be comfortable using clinical testing supplies that include but are not limited to phlebotomy and venipuncture supplies, hemecue and hemoglobin testing supplies, and centrifuge.

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Departmental Director
Titles of any others this position reports to:	Public Health Administrator
Titles of those who directly report to this position:	This job is not supervisory in nature. May provide guidance and training to new staff and/or interns.

Blood borne Pathogen Risk Code: None __ Low __ Medium __ High X