



**Job Title:** Public Health Nurse

**FLSA Status:** Non-Exempt

**Reports to:** Program Manager

### About the Department

The Pueblo Department of Public Health and Environment (PDPHE) promotes and protects the health and environment of Pueblo County through prevention strategies, advocacy, partnerships and leadership. We continually strive to ensure a thriving, healthy, and safe community. PDPHE is accredited by the Public Health Accreditation Board and each employee contributes to the implementation of the Strategic Plan and are important to the achievement of the mission.

### Position Summary

The PH Nurse provides nursing services to individuals, families and population groups. Nursing activities include but are not limited to, reproductive and sexual health services, utilization of current ACIP immunization recommendations, provide care coordination services, conduct diseases investigation and control measures, systemic analysis of health data, and coalition building and collaboration with community partners. PHN are generally assigned to one to two programs but are also expected to provide PHN services and functions as assigned. Under general supervision the PHN performs the duties included in the essential and core functions of PDPHE.

### Essential Job Functions

- Work with individuals seeking reproductive and sexual health services including well-woman care, health education, contraceptive counseling including emergency contraception, as well as providing testing and treatment of sexually transmitted infections.
- Administer immunizations to infants, children and adults using current ACIP guidelines and techniques.
- Obtain knowledge of, and effective use of, community resources.
- Confer with other health professionals to coordinate and manage an assigned caseload, including needs assessment, care coordination and service authorization; provides nursing consultations and recommendations to ensure that medical needs are met.
- Perform directly observed therapy and communicable disease prevention as needed. May require home visitation.
- Complete accurate, detailed charting as appropriate, using both paper and electronic methods and maintain confidentiality at all levels.

- Exercise independent judgment in attaining program goals and activities while adhering to prescribed policies, procedures and protocols; possesses ability to seek supervision at a certain level of decision making.
- Participate in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness and use of incident command structure.
- Performs other functions as required to fulfill the expectations of the position and the goals and objectives of assigned program/projects and the agency.

## Knowledge, Skills, and Abilities

- Well organized and efficient in managing multiple responsibilities.
- Knowledge of best practices and policies relevant to registered nursing. Knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document the patient's treatment progress and response; ability to refer to appropriate providers as indicated.
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Demonstrates knowledge of a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation, referral and follow up.
- Demonstrates ability to maintain working relationships with diverse populations and cultures; ability to engage clients and families in a care plan.

## Qualifications | Requirements

Required Education: Bachelor's Degree in Nursing from an accredited college/university or a diploma nursing graduate is preferred OR Associate of Arts Degree in Nursing from a college/program accredited by the National League for Nursing Must possess current licensure as a Colorado Registered Nurse.

Experience: With a Baccalaureate Degree in Nursing or a diploma nursing graduate, one year of nursing experience as a registered nurse preferred. With an Associate of Arts Degree in Nursing, three years of nursing experience as a registered nurse preferred. Public health work experience is also preferred. Closely related work experience will be considered.

Fluency in writing, texting and speaking English. Ability to speak, text and write fluently in Spanish is desired

Must possess and maintain a valid Colorado driver's license and be able to provide personal transportation for work-related business. Must obtain annual flu vaccination and any job specific immunizations. May be required to submit to a two-step PPD test.

## Work Environment | Physical Demands

Work schedule is typically Monday through Friday, 8:00 a.m. to 5:00 p.m. but may be required to work beyond normal work schedule on occasion. The work may require some physical exertion such as long periods of standing, recurring bending, crouching, stooping, stretching, reaching or similar activities. May be required to lift and carry up to 49 pounds on an infrequent basis lift and carry up to 20 pounds on a regular basis, climb stair, bend, reach, hold (particularly children receiving vaccines – may require ample pressure), grasp and turn objects; and use fingers to perform routine medical procedures and administer vaccines, operate computer or typewriter keyboards. The work requires the ability to speak fluently and to use normal or aided vision and hearing.

Work is subject to recurring and inflexible deadlines and frequent interruptions; may involve evening and weekend meetings/trainings and travel out of the area. Employee will be required to respond to emergencies, as needed.