

**Walla Walla County
Position Description**

JOB TITLE: Community Health Nurse A

DEPARTMENT: Community Health

REPORTS TO: Program Manager, Population Health

PAY GRADE: 6, Full-time (40 hours/week); Benefits Apply

JOB SUMMARY: The clinic nurse-coordinator will perform comprehensive nursing services requiring independent professional judgment and carries additional responsibilities for coordination of programs; immunization, HIV, STD, Tuberculosis and communicable disease. This position is expected to apply broad knowledge of the policies and procedures of Public Health Nursing at Walla Walla County Community Health Department, using State and National Guidelines as well as the Registered Nurse Scope of Practice described in the Washington State Nurse Practice Act.

SUPERVISORY RESPONSIBILITY: Supervision is not a normal responsibility of this position **EXCEPT** when the Population Health Manager is absent.

ESSENTIAL FUNCTIONS:

- Manage and coordinate clinic activities.
- Instruction and education of families and clients on health education matters.
- Mentor students and new public health personnel.
- Responsible for carrying out procedures and protocols for assigned programs.
- Participate in policy and procedure formation.
- Assess client and community needs, variances from prescribed programs and clinic problems as they arise.
- Participates in planning, training and operations during public health emergencies.
- Performs nursing duties as approved by the Health Officer.

EXAMPLE OF DUTIES:

- Train and schedule clinic staff.
- Counseling and testing for HIV/STD clients and investigation as needed.
- Administration of childhood, adult and travel vaccines.
- Conduct education programs for community and client needs.
- Participate in community agency health boards.
- Surveillance and investigation of county communicable diseases and submits reports to the Washington State Department of Health.
- Surveillance of county STD/HIV and submit reports to Washington Department of Health.
- Assist with writing policies and procedures for assigned programs.
- Uses PHIMS to report diseases to the Washington Department of Health.
- Determines what immunizations are needed by children and adults and administers immunizations.

- Performs examinations of individuals with potentially communicable conditions and administers medications to individuals requiring prophylaxis for communicable diseases.
- Administers directly observed therapy to individuals with tuberculosis.
- Conducts examinations of individuals with suspected sexually transmitted diseases (STD) and provides appropriate therapy for individuals with confirmed STD.
- Collects laboratory samples of blood, body fluids, other potentially infectious material and feces for laboratory analysis and conducts clinical laboratory analysis on certain samples.
- Conducts a travel clinic; determines necessary precautions and medications based upon travel routes; administers immunizations, dispenses chemo prophylactic agents and gives personal protection advice to potential international travelers.
- Perform other duties as assigned.

EQUIPMENT TO BE USED: Standard office equipment including PC and/or computer workstation, related software, fax and photocopier machines, multi-line phone system and cell phone will be utilized. A microscope and centrifuge will be used in lab processes. Medical and laboratory equipment required during examinations, treatment and diagnosis of conditions.

WORK ENVIRONMENT AND PHYSICAL ABILITIES:

- Work performed both inside and outside the Community Health Department and within the community. The County Jail and Juvenile Justice Center are an integral part of public health programs.
- Requires manual dexterity and visual acuity to operate personal computer and peripherals.
- Requires ability to drive an automobile, fly in an airplane and travel as required.
- Requires ability to lift and carry twenty-five to thirty (25-30) pounds.
- Requires sufficient hearing and speech ability to communicate verbally.
- Requires ability to tolerate environmental conditions such as odors, pets and tobacco smoke.
- Ability to navigate uneven surfaces (i.e. yards, unpaved walkways, driveways) or stairs to access client homes.

KNOWLEDGE AND ABILITIES:

- Knowledge of the principals and practices of Public Health Nursing, Washington State Nurse Practice Act, management, communicable disease control, epidemiology and health education.
- Knowledge of and ability in standard office automation software, PHIMS, PHRED, SECURES, and public health data management software.
- Ability to write clear reports, organize materials and make effective oral presentations before groups to promote Public Health and the health of the community and work to develop needed community resources.
- Ability to communicate with clients.
- Knowledge of local community referral resources.
- Knowledge of principals of confidentiality.
- Ability to exercise initiative, tact, discretion and judgment in carrying out work.

- Ability to work with multi-cultural, multi-lingual and challenged individuals and families.
- Knowledge of interviewing and counseling techniques.
- Knowledge and understanding of foreign travel vaccine requirements.
- Knowledge of Standard Precautions and work around bloodborne pathogens.
- Ability to wear personal protective equipment and work around people with infectious diseases.

EDUCATION AND EXPERIENCE: A Bachelor of Science in Nursing with experience documenting skills, knowledge and abilities required by the position **OR** an Associate Degree in Nursing from an accredited School of Nursing with three (3) years in Public Health. Work experience with infants, children and/or families.

LICENSE AND OTHER REQUIREMENTS:

- Current in cardio-pulmonary resuscitation (CPR).
- A current valid Registered Nursing license for the State of Washington.
- Maintain a current driver's license and vehicle insurance.
- Access to a vehicle during work hours.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Must successfully pass a background check and a driving record check.
- Must not use tobacco products or smoke "electronic cigarettes".

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.