



## Sauk County Health Department

## Job Description Public Health Nurse

**Job Code:** 3208  
**Reports To:** Nurse Manager  
**EEO Code:** 2. Professionals

**Pay Grade:** C43  
**FLSA Status:** Exempt  
**Last Revision:** 2/12/19

*The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position*

### **Purpose of the Position**

The purpose of the Public Health Nurse is to perform public health nursing tasks as defined by County, State and Federal programs and laws for the Sauk County Health Department.

### **Essential Duties and Responsibilities**

- Provide information to the general public, clients, and patients, regarding Department programs dealing with lead poisoning, immunizations, rabies control, County Partners (schools, healthcare providers, etc.) tuberculosis, communicable and sexually transmitted diseases, environmental health, prenatal, infant and child health, Nurse Family Partnership, dental health resources, Medical Assistance outreach, safety/injury prevention and preparedness programs, foot clinics.
- Actively participate in population health initiatives.
- Based on program, utilize nursing process and critical thinking to make decisions regarding patient care and refer clients and patients to appropriate service or agency as needed.
- Coordinate activities in assigned program by conducting health assessments, supervising immunizations and vaccinations, maintaining procedures and record keeping, ordering and requesting supplies, performing skilled nursing tasks, obtaining lab samples, monitoring medication, and conducting assessments of program and need.
- Participate and/or conduct public educational/outreach presentations regarding Public Health issues and programs, via internet, in person or through various media outlets.
- Act as liaison between Department/program and health advocacy groups and agencies including elder, County and municipal officials and school systems and other community agencies.
- Complete health programs activity reports, time sheets, mileage logs, schedules, correspondence, memos, forms, notices and update patient charts and lists.
- Perform Quality Improvement activities relating to individually assigned public health programs and the Community Health Improvement Plan.

### **Additional Duties and Responsibilities**

- Prepare, assemble, and distribute public health program educational materials.
- Direct clerical support tasks as needed by monitoring data collection or compiling data and reviewing assigned program documentation for completeness and accuracy.
- Participate in agency program planning and recommend program needs and policies to meet requirements.

- Assist with grant writing.
- And other duties as assigned.

### **Knowledge, Skills and Abilities**

- Advisory and design data and information such as Nurse Practice Act, high tech manuals, nursing manuals, patient charts and records, program participants lists and schedules, reports, meeting agendas and minutes, public health statutes, Physician's Desk Reference, educational curricula, medical research materials, medical texts, medical assistance forms, maps and plat books, Public Health program manuals, rules and regulations, and routine and non-routine correspondence
- Verbally and in writing with Department personnel, patients and clients, medical care providers, hospital and clinic personnel, educators, students, emergency medical personnel, community groups, the general public, social workers, and health issue advocacy groups
- By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals
- Maintain all relevant certifications
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating a motor vehicle, calculator, scale, sphygmomanometer, syringes, otoscope, Ophthalmoscope, DVD, hemoglobin monitor, audiometer, and stethoscope
- Exert light physical effort in sedentary to light work, involving lifting, carrying, kneeling, crouching, pushing and pulling
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

### **Environment**

- Occasionally unsafe and uncomfortable in respects to odors, toxic agents, violence, noise, wetness, and

disease.

- On call for emergency situations.

### **Required Working Hours**

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

### **Education and Experience Requirements**

**Required:** Bachelor's degree in Nursing

**License/Certification:** Valid Wisconsin State Motor Vehicle Operator's License  
Registered Nursing License

**Preferred:** 1 year of nursing experience

*Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.*

### **Core Value Standards of Behavior**

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

### **Acknowledgement**

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date

### **APPROVALS:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

6/10/20

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

*Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*