

## Position Description

<b>Position Title:</b>	Staff Nurse II			<b>Position #:</b>	881
<b>Working Title:</b>	Nurse				
<b>Division or Unit:</b>	Nursing	<b>Reports to:</b> Diane Thompson and/or Amanda Morningstar		<b>By title:</b> Director of Nursing / Staff Nurse III/NP	
<b>Employment Status:</b>	FT	<b>Pay Grade:</b> 5	From position class	<b>FLSA Status:</b>	Exempt
<b>Funding Source:</b>	General Fund				

**Position Summary:** Under the general supervision of the Director of Nursing and/or Staff Nurse III, a person in this class performs generalized public health nursing activities in health clinics and covers job specific duties. Work involves assisting in planning and implementation of nursing activities. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise a good deal of independent judgment in performance of duties.

**Essential Duties & Responsibilities:**

- 45% Functions in clinical services provided at Canton City Health Department including but not limited to childhood and adult immunizations based on the Advisory Committee on Immunization Practices (ACIP), sexually transmitted infection testing and treatment based on the Centers for Disease Control and Prevention (CDC) Guidelines, tuberculosis testing, and HIV testing **AND/OR** oversee community based programs provided by Canton City Health Department including but not limited to Bureau for Children with Medical Handicaps (BCMH), Early Head Start Outreach, jurisdictional territory follow-up, community education and health fairs, liaison with nursing programs, and Medicaid Administrative Claiming program.
- Assesses individuals, groups and/or population health status to determine needs.
  - Implements plan of care for individuals, groups and/or populations following standards of care and agency protocols designed to improve health status.
  - Promotes community based educational programs related to specific programs and areas.
  - Maintains confidentiality and follows Blood Borne Pathogens policies related to specimen collection, storage and handling, vaccinations and client screenings. Follows infection control/disaster management plans.
  - Administers vaccines following agency policies at Health department clinic settings.
  - Completes documentation per protocols and is in close communication with supervisor. Notifies supervisor immediately with any unusual outcomes or incidents.
  - Participates in health programs and screenings as assigned.
  - Works in collaboration with groups and populations in the promotion of public health and improvement in community health status.
  - Assignment and rotation in late afternoon clinic once a month and as needed.
- 50% Guides the investigation of infectious disease both naturally occurring and bioterrorist incidents. Enters case information into the Ohio Disease Reporting System (ODRS). Interprets and implements local, state and federal guidelines related to infectious disease control. Effectively prevents disease and promotes health with focus on

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population health, including but not limited to: community assessment, health risk assessment and disease control. Also uses infectious disease surveillance systems to identify significant disease trends and early detection of emerging infectious diseases.

5% Participates in required public health team emergency preparedness training and exercises.

### **Other Duties & Responsibilities:**

Ability to efficiently multi-task on a daily basis. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Good customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to be flexible for weekends and evenings if needed. Participate in quality improvement team projects and quality improvement training initiatives as applicable/required and incorporate the principles of quality improvement into daily work activities.

### **Minimum Qualifications:**

Graduate of an accredited school of nursing with a Bachelor of Science in Nursing (BSN) and an active R.N. license in Ohio. Current certification of Healthcare provider CPR. Must have a valid driver's license.

### **Preferred Qualifications:**

General awareness of public health level of care and Canton City Health Department services is helpful. Understanding of OAC and ORC law regarding nursing scope of practice and delegation, as well as medication storage, administration and dispensing. Knowledgeable of community services and resources and able to appropriately interact with a diverse population. Strong communication and computer skills are also required. Background in sexual health or infectious disease is preferred.

### **Key Competencies:**

The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A6, 2A10)
- Communication Skills (3A1, 3A2, 3A4)
- Cultural Competency Skills (4A1, 4A2, 4A4, 4A5)
- Community Dimensions of Practice Skills (5A1, 5A2, 5A3)
- Public Health Sciences Skills (6A1, 6A2, 6A3)
- Financial Planning and Management Skills (7A2, 7A3)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A7)

Canton City Health District has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

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**Work Environment:** General office setting or clinical setting in the health department facility requiring sedentary to light work, which may include walking, climbing, reaching, and talking. Ability to carry up to 25 lbs.

**Approval:** This position description was approved by the Board of Health on: October 30, 2017

**Revision History:** Dates of prior approved versions: \_\_\_\_\_

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name