

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PUBLIC HEALTH NURSE/ PUBLIC HEALTH EDUCATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH & HUMAN SERVICES/HEALTH UNIT MANAGER

SUMMARY: The Public Health Nurse/Public Health Educator supports the mission and vision of the Green Lake County Health Unit to promote and protect health and prevent disease. Serves as a leader in public health in our county to promote healthy people, thriving communities and safe environments. Utilizes key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management /Quality Improvement plan, Workforce Development plan and Policy and Procedure manual) to drive daily activities within the framework of Green Lake County Health Unit's provision of the core functions and essential services of public health.

DUTIES AND RESPONSIBILITIES:

Analytical/Assessment Skills:

1. Ability to collect and maintain reliable, comparable and valid data sources that provide information on conditions of public health importance and on the health status of the population.
2. Participates in the analysis of public health data to identify trends in health hazards, and social and economic factors that adversely affect the public's health.

Policy Development/Program Planning Skills:

3. Contribute to a comprehensive health improvement assessment, planning and development of program goals.
4. Utilize the health department's organizational strategic plan to implement policies, programs and services.
5. Participates in evaluation of programs by using the agency's performance management and quality improvement strategies to drive health department services.

Communication Skills:

6. Ability to identify literacy of populations served.
7. Utilize appropriate methods for interacting effectively and professionally with people of all ages from diverse cultural, socioeconomic, education, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
8. Capability to use a variety of approaches to convey public health information and data to individuals, groups and organizations.

Cultural Competency Skills:

9. Assess strengths of individuals and communities and respond appropriately to their needs based on sensitivity to and respect for their diverse cultural and ethnic backgrounds and socioeconomic status.
10. Utilize strategies to assure health equity and cultural sensitivity in all public health services.
11. Respect and advocate for vulnerable populations to increase access to health care services for those who may experience barriers related to diversity.

Community Dimensions of Practice Skills:

12. Collaborate with community partners, support relationships and engage community members to improve health in the county.
13. Recognize relationships that are affecting health in a community and provide input for developing, implementing, evaluating and improving policies, programs and services.
14. Foster an ongoing collaboration with higher institutions of learning to promote public health as a career.

Public Health Science Skills:

15. Understand how public health sciences including behavioral and social science, biostatistics, epidemiology, prevention of chronic and infectious disease and injuries are used in the delivery of the 10 essential public health services.
16. Ability to integrate evidence based best practices in developing, implementing, evaluating and improving policies, programs and services.

Financial Planning/Management Skills:

17. Contributes to development of program grants, contracts and budgets demonstrating fiscal responsibility and operating programs within budget.
18. Utilize good stewardship of all resources.
19. Adhere to organizational policies and procedures.
20. Utilize performance management systems for program and organizational improvement.

Leadership and Systems Thinking:

21. Ability to understand public health as part of a larger system of organizations that influence the health of populations at local, state, national and global levels.
22. Utilize Core Competencies for Public Health Professionals to identify opportunities for professional development and participate in training to improve individual and program performance.
23. Follow workforce development plan which supports staff to perform their duties and fulfill the department's mission.

SKILLS AND ABILITIES:

Ability to read, write and have mathematical skills. Must have valid Wisconsin Driver's license, vehicle and proof of insurance that satisfies Green Lake County requirements. Skill in using computer and office equipment including but not limited to personal computer, telephone, fax machine, copy machine and calculator. Ability to assign, supervise and review the work of others and work independently achieving results with

minimal supervision. Ability to interact positively with others individually and in a group setting. Specific program responsibilities will vary based upon state mandates, department need, experience, state licensure scope of practice and national certification guidelines, as determined by the Health Officer.

QUALIFICATIONS:

EDUCATION: A Bachelor's degree in nursing with a current Wisconsin RN licensure and Community/Public Health experience or degree in Health Education. Must have CPR certification and National Incident Management System (NIMS/Incident Command System (ICS) 100, 200 and 700 certification within six months of employment.

EXPERIENCE / JOB KNOWLEDGE: One year experience participating in community partnerships such as coalitions, task force groups and committees. Must have excellent interpersonal and written communication skills with experience giving presentations. Ability to coordinate, develop and organize public health programs. A related four year degree in combination with training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 95% of the time is spent talking, hearing (listening), use of near vision, and using low intensity of effort to handle objects. 50% of the time is spent sitting, feeling and carrying (up to 10 pounds) 25% of the time is spent standing, walking, reaching, use of far vision, and low lifting (up to 10 pounds). 10% of the time is spent stooping, kneeling, grappling, climbing, bending/twisting, medium lifting and carrying (20-40 pounds) and low pushing/pulling. In unusual situations may be required to use high to very high lifting and high carrying (50-80 pounds) and medium to very high pushing/pulling. Must be able to be fitted and wear NIOSH 95 mask. If unable to demonstrate these abilities based upon a standardized objective assessment, all reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin Law.

ENVIRONMENTAL DEMANDS: Over 95% of work done is inside. About 10% of the time is spent outside with the possibility of exposure to wet conditions, noise, vibrations, fumes, fast moving vehicles and hazards that may be mechanical, electrical, and chemical with possible exposure to body fluids. In unusual situations, this position may be exposed to cold and hot temperatures, burns, heights (above 12 feet), noxious odors, poor ventilation and a physically confined worksite. Always present is the

danger of exposure to certain fatal or chronic blood borne pathogens and communicable infections.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Reviewed 11/28/2017