

Date Posted: 5/14/18

Applications accepted until: 6/1/18

**Elbert County is an Equal Opportunity Employer**

If interested, please submit application and resume to:

Elbert County Human Resources Department

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



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## Public Health Nurse/Health Educator

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Department: Health and Human Services

Salary: \$4043 - \$4933/month DOQ

Approved: May 2018

FLSA: Exempt

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### GENERAL STATEMENT OF DUTIES

This position provides comprehensive, professional public health nursing services for individuals, families and community groups in compliance with Elbert County Department of Health and Human Services (ECDHHS) policies and procedures, professional standards and program protocols. Also, promotes the maintenance of health by providing nursing services and employing appropriate preventive treatment and rehabilitative measures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides comprehensive public health nursing services for individuals, families and the community in one or multiple nursing program areas such as Women's Health, Family Planning, Adult and Childhood Immunizations, Disease Control, Health Systems, HIV/STI Prevention and Outreach, Children and Youth with Special Health Care Needs, Maternal and Child Health, Nurse Home Visits and WIC;
- Promotes the maintenance of health through teaching and counseling, conducting needs assessment and case management, providing direct client care and/or resource coordination and employing appropriate preventive treatment and health maintenance measures;
- Formulates and implements plans for nursing and general health care for individuals and families based upon evaluation of needs and a focus on meeting mutually accepted health goals and objectives;
- Delivers nursing services through clinics, home visits, case management and community outreach programs;
- Assists clients in finding resources to meet needs and makes referrals for services as appropriate;
- Documents health history, assessments, goals and objectives and care provided in compliance with agency and program policy, procedure and protocol;
- Represents ECDHHS as a health resource person in the community; Interprets public health programs and policies to individuals, families, community groups, schools, physicians and other collateral community agencies and service providers;
- Collaborates with related community agencies and service providers through client referrals, written and verbal communications and case/team conferences; Participates in the evaluation of community agencies and service providers and recommends the inclusion/exclusion of service providers for program collaboration;
- Participates in the development of community planning, organization, education and promotion of public health services through community outreach efforts including serving on community boards and committees and presenting public health education to individuals and community groups;
- Oversees and maintains scheduled caseload of clients participating in the Women, Infants and Children (WIC) program; conducts client orientations on WIC procedures individually or in groups. Issues WIC checks on a one to three month schedule; schedules client appointments consistent with the issuance of WIC checks and with the appropriate amount of allotted time based on appointment type; performs accurate required anthropometric measurements with minimal supervision;
- Assists in conducting epidemiological investigations related to disease control and infectious diseases; conducts interviews of individuals and families, documents relevant information and provides direct client care through administering vaccinations and medications;

- Conducts various diagnostic tests, needs assessment interviews, medical histories, and vitals measurements to determine appropriate health care measures or case management;
- Participates in the development of community planning, organization, education, and promotion of public health services through community outreach efforts including serving on community boards and committees and presenting public health education to individuals and community groups;
- Prepares, submits, implements and monitors grants for public health services and provides all required follow-up documentation and reports;
- Attends seminars, conferences, workshops, classes, on-line training, etc., as appropriate to enhance and maintain knowledge of trends and developments in field; reviews professional journals, attends association and professional meetings; and otherwise maintains contacts with professionals to facilitate exchange of information in order to remain current as a technical and medical consultant to staff and public;
- Consults with community health care providers about services and on outbreak situations and with individual patients who have communicable disease issues; issue medical alerts to health professionals and the public as needed.

### **SKILLS AND ABILITIES**

- This is a mid-level position which requires thorough knowledge of the theories, principles and practice of public health programs;
- Knowledge of community resources, agency rules, regulations and procedures related to public health and environment resources;
- Ability to assess agency programs, which involves analysis relative to agency data, public policy, public health systems and program evaluations;
- Demonstrated ability to establish, develop, and sustain key working relationships with a variety of local, state, and regional organizations ranging from local governments to regulatory agencies to community-based organizations;
- Computer skills essential;
- Ability to be diplomatic and tactful;
- Able to travel and attend regional and state public health meetings;
- Ability to embody the values of teamwork, respect, integrity, innovation and ongoing personal and professional development;
- Ability to manage money in a prudent, sensible manner including understanding and working with budgets;
- Excellent written and verbal communication skills are a must;
- Ability to work under stressful conditions;
- Skill in conflict resolution;
- Ability to independently analyze complex situations, formulate plans and make quick decisions, as needed. Shares responsibility for building cohesiveness throughout the County Department and among other County offices with attention to building a positive image within the community;
- Understanding, interpreting and communicating complicated and technical statutes, regulations, policies, procedures and protocols;
- Using tact, discretion, initiative and independent judgment within established guidelines;
- Knowledgeable about all statutes and regulations regarding the protection of confidential information.

### **KNOWLEDGE**

General knowledge of the following: Public health laws of the State of Colorado; the orders, rules, regulations and standards of the Colorado State Board of Health; the orders rules, regulations and standards of the county; ethical guidelines applicable to the position and outlined by professional standards of care; plus knowledge of ethical guidelines applicable to the position as outlined by professional standards of care.

### **RESPONSIBILITY**

Incumbent reports to the Public Health Administrator of the Elbert County Department of Health and Human Services and the Elbert County Board of Health. Position requires ability to work autonomously with extensive knowledge of the rules and regulations regarding public health and environment practices in the State of Colorado. Work is reviewed periodically for results obtained. Although decisions must be compatible with the available guidelines and laws, considerable judgment must be exercised.

**PERSONAL WORK RELATIONSHIPS**

This highly visible leadership position requires contact and professional communications with community members including children, Board members, legal, medical, behavioral health and school professionals in addition to community organizations, agency staff members, county and state staff and officials.

**EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Position requires a Bachelor's Degree in nursing from a school accredited by the National League for Nursing Accrediting Commission or the American Association of Colleges of Nursing and a minimum of 12 months of experience in nursing or public health nursing; equivalent work/life experience will/may be considered in lieu of the 12-month nursing requirement. Some assignments require completion of an organized educational program in a specific clinical or program area.

**Special Qualifications:** Licensed to practice as a registered nurse (RN) in the State of Colorado.

**EXPERIENCE**

Must have two years within the past five years of successful and responsible administrative experience in public health or a closely related field

**ADDITIONAL REQUIREMENTS**

- Must possess a valid Colorado driver's license with and an acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- This is a safety sensitive position that is subject to random drug testing
- Bilingual a plus

**PHYSICAL EFFORT, WORK ENVIRONMENT**

- Normally individual performs work indoors in a controlled standard office environment.
- Home visits or meetings off site are necessary when appropriate.
- Moderate noise-many public health and human services clients are children.
- Appearances are required community and statewide meetings and potential court proceedings.
- Incumbent may encounter upset or angry clients and verbal abuse.
- Considerable travel is required at times.

**Physical Requirements of Position:**

The following are some of the physical demands commonly associated with this position.

Driving:	Occasionally
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally
Lifting:	1 lb. Minimum/40 lbs. Maximum
Carrying:	1 lb. Minimum/40 lbs. Maximum
Push/Pull:	1 lb. Minimum/ 30 lbs. Maximum