



Barry-Eaton District Health Department

Be Active • Be Safe • Be Healthy

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058

Phone: 269-945-9516 Fax: 517-543-7737

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813

Phone: 517-543-2430 Fax: 517-543-7737

Eaton Behavioral Health: 1033 Health Care Dr., Charlotte, MI 48813

Phone: 517-543-2580 Fax: 517-543-8191

NURSE II POSITION OPENING

To apply send resume, cover letter, and a completed application to:

Email: jdonnini@bedhd.org

Or Fax: 517-543-2656

Or Mail:

Barry-Eaton District Health Department

Attn: Personnel

1033 Health Care Drive

Charlotte, MI 48813

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| DIVISION/SECTION: | PERSONAL HEALTH |
| TITLE: | NURSE II |
| FTE: | REGULAR FULL-TIME |
| UNION AFFILIATION: | UNION POSITION |
| SALARY RANGE: | \$21.41 - \$27.51 + BENEFITS |
| LOCATION | TBD |

Public Health Department is seeking a qualified RN, BSN preferred. Candidate must have excellent clinical skills addressing the entire lifespan and a commitment to improving public health.

Under general supervision, provides comprehensive nursing services including assessment, diagnosis, teaching, counseling, and prevention services to promote health throughout the District. Participates in the operation of clinics and programs, maintains patient and program activity records, investigates and monitors reports of communicable diseases, and educates the public on a variety of health topics. May serve as lead nurse for a designated program area such as immunizations, communicable disease, CSHCS, Family Planning or other programs.

Essential Functions

1. Participates in planning, developing, implementing and coordinating Clinic and Community Health programs including providing direction to program staff.
2. Provides and coordinates services according to treatment plan and medical orders. Performs nursing procedures as specified in the care plan according to professional nursing practice standards.
3. Conducts health assessments, including conducting physical assessments, obtaining specimens for lab testing, collecting measurements, interviewing and assessing the health history to provide appropriate interventions that promote health, prevent disease, and treat illness/infestations. May provide home visits. Provides referrals to community agencies as needed.
4. Interprets health screening findings to the family and makes appropriate referrals.
5. May coordinate a designated program area, assists in the planning, organizing, administering, and evaluating services to ensure conformance with the goals and objectives of the District as well as compliance with regulatory requirements. Updates other staff on program changes.
6. Provides information, education and referrals regarding programs available through the agency.
7. May serve as case manager to monitor treatment, medical care, provide ongoing education and coordinate services.
8. Meets with community agencies regarding education to Health Department programs.
9. Investigates, monitors, and reports communicable diseases. Coordinates efforts with physicians, school personnel, and others regarding spread and treatment of the disease. Provides health care services, instruction and information to clients in compliance with relevant public health laws.
10. Collaborates with department management staff and inter-agency personnel to review and interpret data relevant to the health needs of the community. Compiles and evaluates data and statistics for management and assist them in determining priorities for department services.

11. Initiates, maintains, and updates various records and prepares reports of work activities, communicable diseases, and other subjects for state reports and departmental administrators.
12. Assists in community health education on a variety of topics and represents the department at various community activities related to the promotion of health and the prevention of disease.
13. Represents the District by serving on community agency committees and other groups providing information about public health nursing services and participating in the assessment of community needs to establish or revise public health programs, policies, and procedures.

Other Functions

1. May be asked for clinical opinion and may testify in court proceedings or other legal proceedings.
2. Maintains client and employee confidentiality as required by policy and law.
3. In time of public emergency, may be required to report for assigned duties inside or outside of the BEDHD.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Bachelor's Degree in Nursing preferred.

Experience: Two years of nursing experience including some experience conducting complete physical assessments.

Other Requirements:

- ◆ Possession of a current license to practice as a Registered Nurse in the State of Michigan.
- ◆ Valid Michigan driver's license and a vehicle for business use or other ability to travel to client homes and/or other worksites throughout the District.
- ◆ Ability to enter and retrieve data, create basic documents or charts. Ability to problem solve basic hardware and software problems. Ability to perform basic computer functions such as logging on and off, changing passwords, opening a program and related operations. Knowledge of all Microsoft Office products and what they are used for. Ability to easily adapt to new programs.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- ◆ Ability to sit for extended periods.
- ◆ Ability to frequently stand and walk over a variety of terrain.
- ◆ Ability to lift and move up to 25 lbs.
- ◆ Must have corrected hearing and vision to normal range.
- ◆ Ability to use office equipment including computer, telephone, calculator, fax and copier.

Working Conditions:

- ◆ Work is performed in a variety of settings including office, out-of-doors, in regulated facilities, client homes and driving environments.
- ◆ Some work is performed in varying temperatures and humidity.
- ◆ Regular contact with other staff and the public including those resistant to public health interventions.

BARRY-EATON DISTRICT HEALTH DEPARTMENT
IS AN EQUAL OPPORTUNITY EMPLOYER