

MIDLAND COUNTY JOB DESCRIPTION

CLINICAL HEALTH NURSE

Supervised By: Clinical Services Director

Supervises: Serves as a leader for medical programming

Position Summary:

Under the supervision of the Clinical Services Director, provides comprehensive nursing services including assessment, diagnosis, treatment teaching, counseling, and prevention services to individuals, families, and groups to promote health throughout the county. 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.

Essential Job Functions:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Participates in planning, developing, implementing, and coordinating personal and community health programs.
2. Coordinates and participates in the operation of clinics by scheduling and delegating activities to clerical workers.
3. Conducts health assessments in clinics, including conducting full or partial physical assessments, obtaining specimens for lab testing, collecting measurements, interviewing and assessing the health history to aid in providing interventions that promote health, prevent disease, and treat illness/infestations.
4. Assesses and evaluates the immunization status and needs of clients, administers immunizations, educates clients on potential side effects, and monitors for adverse reaction. Develops therapeutic plans of care for prevention, management and maintenance of optimum health for individuals and dispenses pharmaceuticals.
5. Assesses various tests and screening results and correlates them with health history and physical assessment. Determines absence or presence of abnormalities in the health history, physical examination, and health maintenance activities. Plans and provides appropriate intervention.

6. Interprets health screening findings to the family and makes appropriate referrals using an up-to-date list of resources in the county. Contacts local health providers and community agencies to make referrals.
7. Provides information regarding vaccination administration, HIV/AIDS, sexually transmitted diseases, birth control, communicable diseases, and Health Department services to doctors' offices, people in schools, colleges, treatment centers, jail, the juvenile center, and other community agencies as requested.
8. Provides education to clients and families relative to nutrition, health care, reproductive health, pregnancy, communicable diseases and other subjects.
9. Provides referrals to community agencies for HIV positive clients, low-income clients needing medical care, and clients needing specialized care beyond the scope of the Health Department.
10. Meets with various people such as physicians, school and hospital personnel, and others in the community to provide education and updates regarding Health Department clinic services. Assists in community health education on a variety of topics and represent the department at various community activities related to the promotion of health and the prevention of disease.
11. Investigates, monitors, and reports communicable diseases such as measles, hepatitis, sexually transmitted diseases, tuberculosis, and others. 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.
12. 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 assists them in determining priorities for department services. Participates in program planning and development through involvement in department and community committees.
13. Initiates, maintains, and updates various records and prepares reports of work activities, communicable diseases, and other subjects for state reports and departmental administrators.
14. 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.
15. Educates prospective clients regarding disease risks while travelling. Assesses clients and determines which vaccines to administer, ensuring proper timing between

- administrations. Counsels clients regarding side effects. Monitors CDC warnings and posting regarding unsafe travel advisories and warnings.
16. Represents the Health Department by serving on Health Department and 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.
 17. Ensures client records are kept secure, confidential, and are maintained consistent with Health Department policies and procedures and HIPAA guidelines, policies, and procedures.
 18. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in nursing and two years of progressively more responsible experience in public health.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Registered Nurse in the State of Michigan.
- Through knowledge of the principles and practices of nursing and public health, and providing nursing services and care.
- Considerable knowledge of immunizations and schedules, communicable diseases, reproductive health issues, and administering various health tests.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County,

representatives of other governmental units, professional contacts, elected officials, and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite and applicable data base applications, and the ability to learn new technologies. Skill in the use of medical equipment used in the duties described above.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a clinical office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials individuals and situations, and diseases, in the course of performing required duties.