

PUBLIC HEALTH NURSE

Summary:

FT RN with minimal direction and supervision, provides a wide variety of nursing duties to a diverse population of patients within the IBCCP (Illinois Breast and Cervical Cancer) Program of the Rock Island Public Health Department. This position will be specifically working within, completing and supporting the IBCCP Program requirements and deliverables to support our clients, surrounding counties and fulfilling IBCCP annual grant requirements. This is an autonomous position that requires much attention to detail and timely programmatic documentation and reporting.

Also assisting with other programmatic needs and annual grant duties as needed/requested.

Essential Duties and Responsibilities:

- Provides professional nursing care according to physicians' orders, protocols, and/or in accordance with recognized nursing practices, techniques and procedures.
- Follows and recommends improvements on the established standing orders, standards and administrative policies of the Rock Island Health Department.
- Communicates effectively with patients verbally to assess symptoms and needs.
- Uses clear, concise verbal and written communication for follow-up activities and reporting, using language services when needed for ensuring effective communication with non-English speaking clients.
- Recognizes and interprets symptoms of patients and reports to appropriate people.
- Receives and initiates referrals for additional and/or follow up on health conditions or social services.
- Works well within and communicates well within team environments to support over all functioning and well-being of team, while being cognizant of client needs and client flow ensuring best client outcomes.
- Provides services to patients.
- Prepares and educates patients for services as needed.
- Prepares, cleans, stocks and maintains clinic area for client services.
- Is able to understand and communicate with clients in clear concise language.

- Maintains clinical charts, records, reports and grant requirements within electronic systems and on paper as per program and grant needs/requirements.
- Meet and maintain OSHA standards.
- Provide services to clients in non-clinic settings.

Supervisory Responsibility:

Rock Island county is lead agency for IBCCP (Illinois Breast and Cervical Cancer) Program with oversight of surrounding counties with IBCCP program components.

Qualifications & Requirements:

Education: RN from an approved school of nursing with current Illinois Registered Nurse license. BLS certification

Valid driver's license.

Pay: 24.75 per hour

Necessary Skills:

- Ability to multitask and prioritize as well as being detailed oriented.
- Ability to accurately document with clear and concise language.
- Ability to be self-motivated and task oriented to provide essential deliverables within the given programmatic time frames.
- Vaccination proficiency and knowledge.
- Working knowledge of professional nursing theory and practice.
- Attention to detail and the ability to follow without fail, written and oral directions.
- Interpersonal skills necessary to communicate effectively with a diverse variety of client personalities and cultures.
- Able to work effectively, autonomously and among other personalities that may differ from one's own to ensure effective work environment is maintained.

- Ability and aptitude to work in and keep records accurately within multiple electronic systems, along with paper charting. Obtains reports and prepares reports, is able to understand and interpret reports and data, regularly and within specified deliverable timelines.
- Experience with working in various electronic record systems.
- Ability to work with in Word and Excel documents.
- Maintain client and department confidentiality.
- Ability to work with a wide variety of clients, family members, medical professionals and co-workers with diverse personalities and backgrounds.
- Familiarity with the medical-legal aspects of public health nursing.
- Assist with quality assurance activities of the health department as required by grants.
- Basic knowledge of organization, content and goals of the public health programs.

Physical Demands:

Must be able to lift or move 40 pounds occasionally.

Repetitive motions using the hands

Tolerate noisy environment

Occasional work outside of HD