

JOB VACANCY ANNOUNCEMENT

POSITION: Public Health Nurse II (Clinic Staff Nurse)

DEPARTMENT: Health

SALARY: Grade 72 Starting Salary: \$18,9548 Hourly / \$39,426 Annually

OPENING DATE: August 11, 2017 **CLOSING DATE:** 09/01/17
5:00 P.M

APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

The primary purpose of this position is to provide nursing services in the clinic setting. As a clinic staff nurse, a high level of nursing skill is required to complete histories, exams and determine the appropriate action. This employee must stay current and have a working knowledge of standing orders, child health, family planning, maternal health, STD, TB, communicable disease, adult health and immunizations.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

90% Clinic Responsibilities

- Participates in direct patient care of clients receiving services in the Health Department clinic including adult health services, child health services, STD services, immunizations, communicable diseases, and tuberculosis control.
- Refers patients to FNP, MD, or other Health Department services as indicated.
- Uses nursing assessment skills to manage client's request/problem using standing orders.
- Maintains knowledge and use of in-house standing orders, lab services.
- Maintains knowledge of immunizations, physical assessment, TB skin testing and treatment, management of minor complaints and illnesses by standing order.
- Completes family planning limited visit and dispenses birth control method.
- Completes history and work-up of AH, MH, FP and CH patient for FNP, PA and MD.
- Maintains knowledge of HIV control measures to prevent spread of HIV within the community. Provides HIV counseling to clients.
- Provides individualized counseling and education based on the needs of the client on a variety of issues.
- Attends workshops and conferences related to clinic services, treatments and updates.
- Dispenses meds from pharmacy according to current pharmacy policies and procedures adhering to Title X, 340 B guidelines, State and private pay vaccines.
- Documents all information according to policies and procedures in EMR.

8% Abnormal Pap Smear Management

- Reviews all pap smear results and acknowledges receipt of report in EMR. Notifies patients with abnormal or unsatisfactory paps per standing orders.
- Counsels or refers patient as indicated per standing orders.
- Initiates and updates abnormal pap log.
- Coordinates patient follow-up with provider to include completion of DHHS 1011 Cytology Form.
- Coordinates patient's repeat paps per standing orders.
- Attends educational up-dates relating to abnormal pap smear.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

2%

- Participates in shelter duty and other activities relating to the Department's emergency response and other disaster relief efforts.
- Performs any other duties and responsibilities as directed.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four-year college or university with a B.S. degree in nursing which includes a public health nursing rotation; or graduation from an accredited school of professional nursing and one year of professional nursing experience; or an equivalent combination of training and experience

SPECIAL REQUIREMENTS

- Must be a RN in the State of North Carolina with an active unrestricted license.
- Valid NC driver's license and reliable means of transportation.
- Certified in basic CPR.
- Completion of HIV Counseling Course within one year of hire date.
- Attend Principles and Practices of Public Health Nursing course within 1 year of hire date if not a BSN graduate with a public health rotation.

