

NOTICE

There is a job vacancy in the **BAY COUNTY HEALTH DEPARTMENT - IMMUNIZATION CLINIC.**

JOB TITLE: PUBLIC HEALTH NURSE (Temporary)

RATE OF PAY: B.S.N.: \$18.81/hour - \$23.08/hour (5 year range)
RN: \$18.20/hour - \$22.46/hour (5 year range)

Full-time position; 40 hours per week, no benefits.

GENERAL SUMMARY: Provides selected public health nursing services necessary to implement the agency program in an assigned area. Services include provision of vaccines to infants, children and adults, in accordance with established standing orders. May be cross-trained in other health department clinics, communicable disease control and investigation, and selected assessment/screening programs. Participates in community and health department/school health programs. Supervision received: works under qualified public health nursing supervision and administration. Responsible for Immunization and Tuberculosis Control Program, Quality Assurance, and Quality Improvement Activities.

TYPICAL DUTIES:

1. Provides immunization services to clients following policy and procedures of clinic. Duties include but are not limited to: assessment of needs of individual clients and plans appropriate care, monitoring, recording and reporting adverse vaccine reactions to Vaccine Adverse Events Reporting System (VAERS), maintaining vaccine management logs, initiate yearly physician office visits to evaluate vaccine management and storage under the Vaccine for Children (VFC) Program, maintaining communication with State of Michigan regional Immunization Division, management of vaccine supply including ordering, storage and handling, ensuring quality control of data entered into patient medical records and on the Michigan Childhood Immunization Registry (MCIR). Assists with the Tuberculosis (TB) Testing and Control Program. Works with clients to manage/treat TB infection.
2. Ensures continuity of client care by planning and exchanging information with the agency's Medical Director, other physicians, hospital, and other appropriate health/social agencies.
3. Provides consultant and direct services to families/schools/other social/health agencies in reference to immunizations, communicable disease, STD/ HIV, and women's health issues.
4. Demonstrates knowledge and assists with women's health services, Children Special Health Care Services, and Maternal Infant Health Program.
5. Participates in community and Health Department in-services, projects, and health fairs on immunizations, communicable disease prevention, women's health issues, and STD/HIV.
6. Acts as temporary Chairperson to local Immunization Coalition. May participate in other coalitions both locally/regionally.
7. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
8. All other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

MINIMUM QUALIFICATIONS:

Licensure: Possession of a current license to practice Professional nursing in Michigan.

Education: A.D.N. or B.S.N. from a school of nursing approved by the N.L.N. of Nursing

Experience: Demonstrated competency in practice of professional nursing. Two years of satisfactory nursing experience under qualified supervision desired. Experience in administering immunizations preferred. Proficiency in use of technology/software applications required. Applicants may be required to take written and/or other examinations.

Physical: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: generally 20-50 pounds up to one third of the time. Candidate must be able to physically perform nursing procedures related to the job. Candidate must have adequate visual activity and hearing comprehension to read reports and communicate with clients and other providers. Must have adequate physical dexterity to climb stairs, balance and navigate under unstable environmental conditions. Must possess valid operator's license and auto liability insurance. Must be able to perform the essential functions of the job with or without accommodation.

Make application online at www.baycounty-mi.gov, in person, or in U.S. Mail at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **4:00 p.m. Thursday, October 11.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."

