

NOTICE

There is a job opening in the **BAY COUNTY HEALTH DEPARTMENT-EMERGENCY PREPAREDNESS & MANAGEMENT**

JOB TITLE: **Public Health Nurse/Communicable Disease Nurse/
Emergency Preparedness Nurse**

RATE OF PAY: B.S.N.: \$18.81/hour to \$23.08/hour (NN08)
R.N.: \$18.20/hour to \$22.46/hour (NN05)

Temporary, full-time position, with benefits. 100% grant funded.

GENERAL SUMMARY: Provides selected public health nursing services necessary to implement the agency program in an assigned area. Services include skilled nursing care under Medical Director. Job responsibilities and activities are specifically targeted at public health emergency preparedness planning and response, education, and disease investigation. In particular, assists with planning and implementing pandemic influenza response activities which include, but are not limited to, updating the Bay County Health Department (BCHD) Pandemic Influenza Plan and Comprehensive All Hazards Public Health Response Plan, assisting with mass vaccination/prophylaxis clinics, exercises/drills, and applicable evaluations. Participates in health department, community, and school health programs. Supervision received: Works under qualified public health nursing supervision and administration.

TYPICAL DUTIES:

1. Participates in planning and implementing mass vaccination/prophylaxis clinics. Provides immunization services to clients following policy and procedures of clinics. Duties include but are not limited to: assessment of needs of individual clients, planning appropriate care, monitoring, recording and reporting adverse vaccine reactions to Vaccine Adverse Events Reporting System (VAERS), maintaining vaccine management logs, management of vaccine supply including ordering, storage and handling, ensuring quality control in data entered on patient medical records and on the Michigan Care Improvement Registry (MCIR).
2. Helps to achieve continuity of patient care by planning and exchanging information with the physician, hospital and other appropriate health and social agencies including the Michigan Department of Community Health (MDCH).
3. Provides consultant and direct services to the families/schools/other social/health agencies with reference to immunizations, communicable diseases/infection control, and women's health issues.
4. Participates in community and health department in-service projects/presentations and health fairs on topics that include, but not limited to, immunizations, communicable diseases/infection control, and women's health issues.
5. Investigates all communicable diseases and responsible for the input of communicable disease data into the Michigan Disease Surveillance System (MDSS).
6. Attends emergency preparedness meetings, exercises/drills, teleconferences, and trainings as required.
7. Uses the Michigan Health Alert Network (MIHAN) system to post/view documents and receive alerts.
8. Assists with writing policies and procedures necessary to implement mass vaccination/prophylaxis clinics.
9. Assists in reviewing/updating of applicable BCHD emergency preparedness plans and supporting documents.
10. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
11. Review standing orders for immunization and communicable disease clinics.
12. All other duties as assigned.

The above statements are intended to describe the general nature 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: RN or BSN from a school of nursing approved by the National League of Nursing
Experience: Demonstrated competency in practice of professional nursing. Two years of satisfactory public health nursing experience under qualified supervision. Must have a valid vehicle operator's license and acceptable driving record. 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 lbs of force up to one third of the time. Candidate must possess physical dexterity to perform tests and medical procedures related to the job. Candidate must have adequate visual acuity and hearing comprehension to read reports and communicate with clients and other providers.

Applicants may be required to take written and/or other examinations.

Make application at www.baycounty-mi.gov or at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **4:00 p.m. Wednesday, November 4, 2009.**

AN EQUAL OPPORTUNITY EMPLOYER

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