

NOTICE

There is a temporary job vacancy in the **BAY COUNTY HEALTH DEPARTMENT.**

JOB TITLE: Public Health Nurse (Temporary)

RATE OF PAY: B.S.N.: \$19.37/hour - \$23.77/hour (5 year range)
R.N.: \$18.75/hour - \$23.13/hour (5 year range)

Temporary position – Up to 40 hours per week, no benefits, although may be eligible for healthcare.

GENERAL SUMMARY: Provides a wide range of public health nursing services with emphasis on health promotion, health education, health maintenance and consistent with Health Department nursing standards and procedures. He/she will maintain documentation and reports according to agency and program policies. Participates in various in-house, professional, and community based committees, attends workshops, seminars, and in-house training. Supervision received: Works under direction from the Nursing Health Services Manager.

TYPICAL DUTIES: Provide direct client services in one of the many health department clinic settings and assists in the development of policies/procedures for these clinics as mandated by the Michigan Department of Health and Human Services. As a rule, the Public Health Nurse will specialize in one of the following clinical areas and be cross trained to assist as needed in one or two others areas.

1. **Immunization Clinic:** Provides immunization services to clients following policy and procedures of the clinic. Duties include but not limited to: assessment of immunization needs of individual clients and plans appropriate vaccine administration and care. This includes educating clients on vaccines; monitoring, recording and reporting adverse vaccine reactions to Vaccine Adverse Events Reporting System (VAERS); maintaining vaccine management logs; maintaining communication with State of Michigan regional immunization division; management of vaccine supply including ordering, storage and handling, ensuring quality control on data entered on patient medical records and on the Michigan Childhood Immunization Registry (MCIR). Coordinates tuberculosis skin testing and control program.
2. **University Clinic:** Conducts health assessments in the clinic, including obtaining blood pressure, temperature, measurements, and other data and developmental information for the client's health & diet history, and family health status; Administers immunizations and medications, educating client on potential side effects, and monitors for adverse reaction. Reads and interprets lab reports, and performs a variety of related procedures in clinics.
3. **Women, Infant, Children Clinic (WIC):** Following policies and procedures of immunization and WIC clinics, evaluates immunization records and facilitates the provision of recommended immunizations. Provides WIC services
4. **Maternal Infant Health Program:** Provide the services of a public health nurse to promote a healthy pregnancy and healthy baby through a home based setting. The PHN will follow all state mandated policies and procedures in deliverance of this program.
5. **Children's Special health Care Services:** May provide assistance for support and guidance to families with a child or youth who has qualifying medical diagnosis of special health care needs.
6. **Family Planning:** Following state mandated policies and procedures works with the Nurse Practitioner in the Family Planning Clinic to provide contraceptive services to clients.
7. **Sexually Transmitted Infection/HIV Clinic:** Provide direct patient care in clinic setting and follow up on STI contacts
8. **Communicable Disease:** Provide assistance with communicable disease surveillance for Bay County
9. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County.
10. 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. Also must possess a Michigan driver's license and have proof of current automobile insurance.

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

Experience: One year of hospital, clinic or public health nursing experience desired. Prefer experience working with all age groups and the ability to communicate with individuals from diverse social, economic, and cultural backgrounds. Computer skills 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 of force up to one third of the time. Candidate must possess physical dexterity to perform medical procedures related to job. Candidate must have adequate visual acuity and hearing comprehension to read reports and communicate with clients and other providers and have adequate physical dexterity for the demands of the job.

APPLICATION PROCEDURE: Make application online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 no later than 4:00 p.m. **September 8, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."