

**POSITION DESCRIPTION  
COUNTY OF DAVIESS, INDIANA**

**POSITION:** Immunization Nurse  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** Varied hours  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** October 2018  
**DATE REVISED:** 11/5/2020

**STATUS:** PRN: as needed  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Daviess County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Immunization Nurse for the Daviess County Health Department, responsible for providing education, health, and nursing care to County residents and ensuring compliance with established policies, practices, protocols, and professional and public health standards as related to vaccines preventable diseases.

**DUTIES:**

Ensure compliance with all applicable County Health Department policies and procedures, Indiana State Department of Health (ISDH) standards, HIPAA regulations, and all other federal and state laws relating to privacy, confidentiality, and service delivery.

Perform clinical procedures, including administering injections, taking vital signs, and screening individuals for diseases and illnesses.

Distributes pamphlets and provides information to patients, parents, and the general public on all aspects of public health and preventative care, such as healthy behaviors and their benefits, unhealthy habits and their side-effects/harm, vaccines and their benefits/side effects and recommended schedules, types of available vaccines, related costs, and follow-up.

Provide counseling and education to the public on healthy lifestyles and unhealthy habits and promotes health awareness at community functions, health fairs, public gatherings, and through local media.

Refer patients to other community social, medical, or mental health services as appropriate.

Attend in-service programs and professional education workshops/training seminars as appropriate.

Assist other departments as needed.

Maintain current knowledge on all codes and ordinances relating to all aspects of duties.

Prepare time and mileage documentation to submit to local government.

Testify in court as necessary.

Maintain good working relationships with other Health Department staff, Health Board members, government representatives, other local and State agencies, business owners, contractors, and the general public for purposes of implementing inspections, applicable codes and ordinances, and correspondence in the daily performance of duties.

Serves as representative of County Health Officer under standing orders and clinical direction to administer immunizations and injections and perform other clinical procedures.

Respond to public health emergencies on a 24-hour basis.

Perform related duties as assigned.

#### **I. JOB REQUIREMENTS:**

A Valid license as Registered Nurse in the State of Indiana.

Certification in CPR and annual Vaccine training.

Ability to meet all County hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of standard policies and practices of the Daviess County Health Department.

Knowledge of public health laws and accepted principles and practices of public health nursing, with ability to effectively examine and screen individuals, assess needs, and provide information, treatment, assistance, and referrals.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against contamination/infection.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare correspondence, patient charts, and detailed written reports as required.

Ability to operate standard office and medical equipment, such as computer, calculator, telephone, copier, fax machine, scanner, syringes, blood pressure equipment, stethoscope, and thermometer.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Health board members, ISDH, personnel from various health-related agencies,

hospitals, schools, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult/distraught persons.

Ability to understand, memorizes, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/coordinate work assignments, and perform basic arithmetic calculations.

Ability to use/interpret medical terminology/language and read/interpret lab reports, x-rays, and detailed reference books, medical texts, and nursing manuals.

Ability to maintain positive community support and present public speaking presentations and special events.

Ability to testify in legal proceedings/court.

Ability to occasionally respond to emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's work is broad in range and often requires careful consideration of complex circumstances and variables. Incumbent performs duties according to established policies and

procedures, exercising judgment to effectively develop and maintain health programs, examine and evaluate individuals, and provide information, counseling, treatment, assistance and/or referrals.

### **III. RESPONSIBILITY:**

Incumbent assures proper implementation of Immunization and Vaccine programs. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Work is periodically reviewed for attainment of objectives, compliance with legal requirements, and continuing quality of Health Department services for Daviess County. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, ISDH, personnel from various health-related agencies, Health Board members, hospitals, schools, and the public for purposes of maintaining cooperative work relationships, exchanging information, and providing education, information, and efficient health care services.

Incumbent reports directly to Health Officer and Public Health Nurse.

### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a medical office setting, involving sitting/walking at will, sitting/standing for long periods, keyboarding, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Incumbent maintains considerable contact with the public and may be exposed to difficult persons or crying/screaming/struggling children. Incumbent is regularly exposed to normal health hazards associated with public health for which universal health precautions must be followed to ensure safety of self and others.

Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally travels out of town. Incumbent occasionally responds to public health emergencies on a 24-hour basis.

### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Public Health Nurse for the Daviess County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name