

# McDonough County Health Department

## Job Description

**Division:** Community Health  
**Job Title:** Public Health Nurse-Communicable Disease Focus  
**Reports To:** Community Health Director

### **SUMMARY:**

Provides nursing care services and education to the public in a specific area of specialty and/or to eligible individuals based on a specialized core programs including but not limited to: Communicable Diseases-including COVID-19, Monkey Pox, HIV/AIDS, STDs, Tuberculosis, and other infectious diseases, in addition to Immunizations, Illinois Breast and Cervical Cancer Program, Health Check, WIC, Lead, Tobacco, Emergency Preparedness, Health Education, and to also perform a wide variety of clerical, secretarial and administrative duties to provide with assistance and support of all divisional programs. Always working to carry out McDonough County Health Department's Mission, Vision, Values, Initiatives, and Goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Conduct communicable disease case investigations, contact tracing, and resource coordination as needed
- Conduct disease testing/screening by collecting blood, urine, and sputum collections as needed
- Comply with OSHA regulations for the proper handling of biohazardous material
- Prepare and/or transports specimens when needed
- Conduct disease risk assessments in specified form
- Send required reports to State for various programs
- Maintain data regarding communicable diseases
- Keep updated on INEDDS and other state required reporting systems
- Provide client status information to physician as determined appropriate
- Perform follow-up on known or suspected disease cases
- Develop and implement plan of care through established criteria and reassess as appropriate
- Physically transport necessary supplies, equipment, and/or records for off-site clinics
- Perform duties for all aspects of conducting clinics, including intake and data entry on clients
- Order medical supplies as necessary
- Comply with OSHA regulations for the proper handling of bio-hazardous material
- Prepare educational materials for dissemination
- Assist the health department with providing educational programs to the community
- Provide skilled nursing care functions in accordance with specific program requirements
- Assist with ordering PPD for tuberculosis screenings
- Assist with entering immunization records, vaccine log (lot # and expiration dates), and ordering of vaccine
- Schedule, counsel, and administer immunizations for all ages as appropriate
- Conduct blood pressure screenings
- Conduct communicable disease trainings to staff and other agencies as requested
- Assists with partner therapy medication, counseling, and education
- Dispense contraceptives (condoms) as appropriate
- Performs duties of a "Competent Professional Authority" (CPA) for the WIC program by performing WIC certifications, prescribing food packages, and providing nutrition education to WIC clients.
- Assess nutritional health and risk of clients
- Follow health screening procedures as described in the WIC nutritional Assessment Manual
- Components include complete health history and updating at subsequent certifications
- Evaluate dietary patterns
- Obtain anthropometric measurements and hemoglobin
- Perform Lead testing and case management, which may include home visits.
- Assign all risk factors that apply
- Document health and dietary assessments, plans for intervention and follow-up in iWIC system.
- Appropriate referrals will be documented in iWIC system
- Conduct WIC Secondary education contacts
- Assist with the IBCCP program
- Conduct trainings to staff, other agencies or community members when needed
- Network with other agencies in our community and other communities
- Assists with IPLAN, Strategic Planning and Quality Improvement projects
- Attend meetings and trainings, this could include overnight travel
- Other duties as assigned

**MINIMUM REQUIREMENTS**

**EDUCATION and/or EXPERIENCE**

Bachelor’s or associates degree with two years experience; or two year diploma or degree; RN; or equivalent combination of education and/or experience.

**CERTIFICATES, LICENSES, INSURANCE**

Current Illinois driver's license and accident liability insurance, if operating a motor vehicle.  
Current Illinois RN

**PHYSICAL REQUIREMENTS LIGHT WORK** - exerting up to 20 pounds of force occasionally and/or a 10 pounds of force frequently and/or negligible amount of force frequently or constantly to move objects. Greater use of arms and/or legs than sedentary work. While performing the duties of this job, the employee is constantly (over 70%) required to see; frequently (50-70%) required to hear and talk; regularly (11-49%) required to sit, stand, walk, read, feel, grasp, finger, and use repetitive motions and occasionally (up to 10%) required to crouch, stoop, push, lift, climb, and kneel.

**JOB SPECIFICATIONS**

**LANGUAGE SKILLS**

HIGH- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and/or informational material that conform to appropriate style and format. Ability to effectively present information and respond to questions from the public, clients, staff, or business groups.

**CONTACT WITH OTHERS**

INTERMEDIATE - requires regular contact within the Department, with clients and public, or with other agencies, supplying or seeking information, reports, etc. Tact and patience must be used to obtain understanding and cooperation. Inappropriate manner with contacts outside organization may affect results; however, primary responsibility for results rests with next level of management.

**JUDGMENT, COMPLEXITY DUTIES**

HIGH - Judgment involves applying knowledge of a specific discipline or field and working within defined program objectives, policies, and procedures to resolve practical problems or determine how to accomplish desired results.

**SUPERVISION NECESSARY**

INTERMEDIATE- Requires occasional supervision while working toward a definite objective, using a wide range of established policies and procedures to plan and arrange own work, referring only unusual matters or providing status reports to supervisor.

**EXTENT/TYPE OF SUPERVISION GIVEN**

INTERMEDIATE- Requires occasional supervision while working toward a definite objective, using a wide range of established policies and procedures to plan and arrange own work, referring only unusual matters or providing status reports to supervisor.

**CONFIDENTIAL DATA**

HIGH - Regular access to confidential records, which if revealed could result in loss of credibility to the Health Department within the community, but has improbable exposure to financial liability.

**EFFECT OF ERRORS**

VERY HIGH- errors would be difficult to detect and normally involve decisions not subject to detailed review. Losses could have considerable direct financial impact on or financial liability to the Department. May adversely affect relationships with small groups in the community. May involve critical information which the Department or groups within the community rely on to base important financial or other decisions or an error in judgment that directly results in an individual’s hospitalization.

**WORKING CONDITIONS/HAZARDS**

SOMEWHAT – intermittent exposure to multiple and/or uncooperative clients but usually not to the extent of being continually present.

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SUPERSEDES ALL PREVIOUS JOB DESCRIPTIONS.

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I have read and understand the job described, and agree to fulfill the position's responsibilities to meet the defined standards.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

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