

# **EASTERN HIGHLANDS HEALTH DISTRICT POSITION DESCRIPTION**

**Class Title:** Public Health Nurse  
**Group:** Eastern Highlands Health District  
**FLSA:** Exempt  
**Effective Date:** October 1, 2020

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## **General Description/Definition of Work**

The Eastern Highlands Health District is seeking a full time Public Health Nurse to support the local health department response to the COVID-19 pandemic. The Public Health Nurse position will play a key role in prevention and minimizing the spread of COVID-19 throughout our communities. This position will report directly to the Director of Health. This is a grant-funded durational appointment.

## **Essential Job Functions**

- Develop infectious/communicable disease prevention strategies, including education materials and community presentations.
- Develop and maintain infectious/communicable disease response protocols and case management, including but not limited to COVID-19 contact investigations, and Direct Observation Therapy, Food Borne Illness Investigations sexually transmitted disease follow-up and other diseases requiring follow-up as required.
- Play an agency leadership role in the local and regional response to public health emergencies, and particularly the implementation of points of dispensing (POD) clinics, vaccinations or mass dispensing of drugs.
- Engage in as directed the coordination and administration of seasonal flu and emergency vaccination clinics.
- Serve as a resource for community partners regarding communicable disease prevention, health and wellness.
- Support the EHHD Medical Reserve Corps unit by assisting with recruiting, planning activities and meetings, assisting with screenings and health fairs, orienting new volunteers, training, entering data into the federal MRC website and coordinating MRC response to public health emergencies.
- Facilitate trainings and conduct speaking engagements, participate in health fairs, researching resources and providing referrals, as needed.
- Represent the District at state and local preparedness and emergency response planning meetings and trainings as needed.
- Provide vaccinations to all ages. Direct volunteers, staff and other organizations in providing vaccinations. This will include planning, delegating tasks, logistics and ensuring competencies.
- Manage vaccine inventories as needed in compliance with state and federal guidance.
- Enter data into CT DPH and CDC data platforms.
- Develop written communications and resources for the public, the media, and policy makers on issues of public health emergency response and bioterrorism.
- Prepare grant progress and other reports.

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- Engage in as directed infection disease control activities such as contact tracing, infectious case interviews, and health monitoring of identified contacts, which may involve some on call periods outside of normal business hours.
- Assist with actual response to local and regional public health emergencies as needed.
- This position will provide for flexible work hours with the ability to work some nights and weekends.
- All other public health duties as assigned by the Director.

### **Knowledge, Skills and Abilities**

- Working knowledge of public health systems and interaction of health system.
- Strong oral, interpersonal and written communication skills.
- Training and experience in risk communication is desirable.
- Computer proficiency in work processing programs, Power Point, spreadsheet and other document formatting techniques.
- Ability to organize and facilitate groups.
- Ability to work with diverse organizations and interests and to work collaboratively.
- Ability to develop and conduct training programs.
- Willingness to take direction.
- Strong initiative and ability to work independently, and with a team.
- Ability to administer vaccinations to all ages.
- Must be able to be fitted and wear a NIOSH 95 mask for extended period of time.

### **Physical Demands and Work Environment**

*Required for essential duties; reasonable accommodations will be considered under the Americans with Disability Act. This list is not all-inclusive and may be supplemented as necessary.*

- Must be mobile with the ability to get from location in the office or work site(s) to other locations in and outside from the primary office or worksite(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to reach and bend, and push/pull or lift objects less than twenty (20) pounds.
- Ability to perform manipulative skills, such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely, as in reading/proofreading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away, as in driving. Ability to discriminate between colors.
- Ability to hear normal sounds with background noise, as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records. Makes mathematical calculations using calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.

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- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.

### **Education and Experience**

Bachelor's Degree in Nursing granted by an accredited college or university. Master's Degree in nursing, public health, or health services administration is desirable.

Must hold current license as an RN, APRN, or PA in the State of Connecticut. Minimum of three years of nursing experience as a professional nurse in a position involving clinical practice, staff supervision, health education, nursing consultation, or nursing/health administration.

### **Special Requirements:**

Must have a valid Connecticut Class 3 driver's license.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Health District and the employee and is subject to change by the Health District as the needs of the Health District and requirements of the job change.*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Robert L. Miller, Director of Health