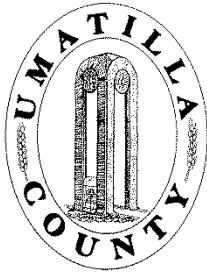


**UMATILLA COUNTY
POSITION DESCRIPTION**



Department: *Public Health*
Position Title: *Public Health Nurse*

Employee Name: _____

Effective Date: _____

Job Series: *Nurse Family Partnership – Home Visit* **Salary Range:** *26/28*
Union Covered: *Yes* **BOLI Exempt:** *Yes*

GENERAL DESCRIPTION OF POSITION

Work to protect and improve the health of Umatilla County residents through prevention, education and the provision of home visiting services. Provide home visiting services in accordance with the Nurse Family Partnership program, Maternity Case Management (MCM) program, and other home visiting programs as assigned. Nurse home visitors are responsible for maintaining the highest standards in clinical nursing practice and adherence to policies, procedures, guidelines and standards of UCo Health.

SUPERVISORY RELATIONSHIPS

Works under the direct supervision and assignment of the Nursing Supervisor and/or indirectly under the supervision of the Public Health Deputy Director. Supervision of employees is not a responsibility of this position, but may direct and oversee the work of other team members, students and volunteers. All Public Health nurses are part of the Health Department team.

PRINCIPAL DUTIES OF POSITION

- Provides home visits to women and their families eligible for the NFP Program, MCM Program and other home visit programs as indicated. (EE)
- Adheres to nursing process and the NFP model of home visitation. (EE)
- Carries a case load of 25 clients. (EE)
- Supports policies, procedures, guidelines and standards of UCo Health. (EE)
- As requested/required, participates in community coalition in support of UCo Health home visit programs. (EE)
- As requested/required, promotes public awareness of all UCo Health home visit programs. (EE)
- Develops and maintains community relationships to support client referrals. (EE)
- Completes all required NFP education. (EE)
- Develops therapeutic relationships, utilize concepts of reflection and motivational interviewing with women and their families in a home visiting environment. (EE)
- Performs home visiting in accordance with appropriate model and guidelines. (EE)

- Follows nursing process in implementing home visit models (including NFP) into nursing practice. (EE)
- Assesses physical, emotional, social and environmental needs of women and their families. (EE)
- Assists women and their families in establishing goals and outcomes. (EE)
- Provides education, support and referral resources in assisting women and their families in attaining their targeted goals. (EE)
- Consults and collaborates with other professionals involved in providing services to women and families. (EE)
- Formulates nursing diagnoses based on nursing assessment and client goals. (EE)
- Evaluates client progress toward stated goals and UCo Health outcomes. (EE)
- Plans home visits in accordance with client goals and NFP outcomes. (EE)
- Actively engages in professional development to meet all NFP Nurse Home Visitor competency requirements. (EE)
- Meets with Nursing Supervisor weekly for clinical supervision. (EE)
- Utilizes reflective practice in supervisory sessions. (EE)
- Schedules joint home visits with MCH Program Manager on as needed basis, but at a minimum of quarterly. (EE)
- Attends and participates in case conferences and staff meetings. (EE)
- Provides information to support staff for timely and accurate data input to home visiting data programs. (EE)
- Participates in review and analysis of the data reports for achievements and areas for improvement. (EE)
- Participates in quality improvement efforts. (EE)
- Maintains confidentiality. (EE)
- Documents appropriately. (EE)
- Assist with orientation of new staff. (EE)
- Public speaking at community/school meetings regarding public health issues. (EE)
- Establish and maintain positive, professional, respectful and productive working relationships with supervisor, other employees, and customers/clients. (EE)
- Understands, supports, and coaches others in the NFP vision, mission and model. (EE)
- Represents the UCo Health vision and mission in actions and verbally to both internal and external customers and colleagues. (EE)
- Elicits and considers differing viewpoints when analyzing issues. (EE)
- Maintains clear, effective, open, honest communication with both internal and external customers and colleagues. (EE)
- Creates, maintains and supports a safe environment for open discussion. (EE)
- Seeks and responds appropriately to feedback. (EE)
- Other duties, as assigned. (EE)

REQUIREMENTS FOR POSITION

- Public Health Nurse:
 - PHN III (R26): Graduation with an ADN from an accredited school of professional nursing and two (2) years of public health experience or four (4) years of nursing experience. Graduation with a BSN from an accredited school of professional nursing.

- PHN IV (R28): Graduation with an ADN from an accredited school of professional nursing and six (6) years of public health experience or ten (10) years of nursing experience. Graduation with a BSN from an accredited school of professional nursing and two (2) years of public health experience or four (4) years of nursing experience. Masters in nursing or relevant Master's Degree.
- Hold a current Oregon Registered Nurse license;
- Valid Oregon driver's license with a satisfactory driving record.
- Ability to work with minimal supervision, ability to work with clients of varying ages, gender, race, ethnicity, religious and social backgrounds.
- Experience working with children and youth preferred.
- Must be able to work a flexible schedule, including some evenings and weekends.
- Work site location assignments will be based on community need and is subject to change. Your work week may require you to report to different Umatilla County Public Health locations during the week. Travel to and from your home to work site is not work time and is at your expense.

SPECIAL QUALIFICATIONS

- Bilingual (Spanish) desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature/Date