

Marion County Health Dept.

is accepting applications for
a **FULL-TIME**

REGISTERED NURSE

Must be well-organized, detail oriented, reliable, self-motivated and adept at working with the public. Position involves giving immunizations, performing hearing and vision screening for Marion County students; compliance checks on child care facilities, and coordinating Public Health Emergency Preparedness plans. Must have a positive attitude, be able to work independently, and handle stressful situations with professionalism. Use of computers and electronic health records is required. Training will be provided. Apply at the Marion County Health Dept, 504 S. Roosevelt, Marion KS 66861, 620-382-2550, or go online at www.marioncoks.net. Open until filled. EOE.

STAFF NURSE/CHILD CARE SURVEYOR

Rev 2-18

Department: Health
Reports To: County Health Administrator/Health Officer

Position Summary

Under the supervision of the County Health Administrator/Health Officer, the Staff Nurse/Child Care Surveyor is a non-exempt position under FLSA and performs general duties related to public health within Marion County. The employee in this position administers the clinic, administers school screens, assists with planning and administering health programs, makes referrals to physicians and assists with the WIC program. This employee is also responsible for overseeing the regulatory activities of childcare facilities and developing education programs for childcare providers. This employee surveys the activities of childcare facilities to complete licensing and registration requirements.

Essential Functions

- * Demonstrates and implements nursing procedures in clinic and family care, including prenatal, postpartum, infant and pre-school care;
- * Maintains clinic records and provides follow-up;
- * Gives instructions concerning medical care and diets;
- * Attends training and education courses to keep current nursing license and current health issues;
- * Assists with multiphasic programs including vision and hearing screening;
- * Provides school screens as required by state law;
- * Administers immunizations and prescriptions as ordered by physicians, at times during evening hours and prior to regular hours;
- * Counsels the patient and family in meeting nursing and related health needs;
- * Receives and processes applications for registration and licensing of child care facilities;
- * Provides regulatory activities in accordance with Child Care Facility Policy and Procedures Manual;
- * Surveys all licensed day care homes;
- * Prepares reports on compliance and violations of policies and procedures;
- * Notifies provider of corrections to be taken and follow-ups on compliance;
- * Receives and investigates complaints of unlicensed child care facilities;
- * Provides updates on changes in child care rules and regulations;
- * Prepares and submits reports to state and federal agencies as required;
- * Monitors and reports communicable disease occurrences;
- * Conducts disease surveillance;
- * Investigates and monitors patients with TB infection/disease. Orders and administers or handles administration of necessary medications. Works closely with physicians for follow-up counseling;
- * Coordinates and participate in Bioterrorism activities including exercises, completing the work plans, workshops & training;
- * Conducts community outreach activities on programs;
- * Participate in Bioterrorism activities including exercises, workshops, and training.
- * Respond to Bioterrorism emergencies as deemed necessary.

Marginal Functions

- * Monitors and reports communicable disease occurrences;
- * Investigates communicable diseases if necessary;
- * Other related duties as deemed necessary or as assigned.

(over)

I-3

Staff Nurse/Child Care Surveyor Minimum Position Requirements

Experience: One year of nursing experience with emphasis on county health. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High School diploma or GED required. Graduate of an accredited nursing school. Current possession of State of Kansas nursing license. Requires recertification continuing education. Must be certified in hearing tests and have related work experience with children and families. Requires a valid Kansas Drivers License.

Skills: Knowledge of public health nursing theory, practices and applications. Knowledge of nursing principles and applications. Excellent communication and interpersonal skills. The ability to gather, interpret and analyze records and data and present data in report form. Excellent report writing skills. The ability to operate testing and screening equipment. The ability to give injections, take blood pressure and perform various blood and DNA tests. The ability to operate a hemocue, glucometer, stethoscope, blood pressure cuff, otoscope, scoliometer, sphygmomanometer, audiometer, tympanometer, OAE, Titmus, and other related medical equipment. Familiarity with the community is required. The ability to enforce rules and regulations and the ability to work independently. The ability to operate a typewriter, computer, calculator, copy machine and other related office equipment.

Problem Solving: Problem solving is a factor in this position. Problems include handling complaints such as abuse or neglect, interpreting tests, and incorrect information on a patient's chart.

Decision Making: Decision making is a factor in this position. Decisions include determining when to refer patients to a physician. Maintains supplies and immunization stock for public and private clients. Insures that immunizations are administered timely and correctly.

Accountability: Employee is not responsible for budgetary control of the department and does not participate in the department budget process. Orders all clinic supplies, immunizations and medical supplies. Accountable for these expenditures from grants and Health Dept. funds to the office manager.

Supervision: Little or no direct supervision is provided and job related decisions are reviewed by the County Health Administrator/Health Officer. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Occasional contact with other county departments and continual contact with the general public. Must maintain confidentiality at all times.

Working Conditions: While most work is performed in an office environment, this position performs physical assessments on patients and may be exposed to communicable diseases. Hazardous conditions and adverse weather conditions may exist while traveling. Exposure to bloodborn pathogens and hazardous materials in lab testing are conditions of this position.
Possible exposure to Bioterroristic conditions.

Physical Requirements: The ability to lift clients and equipment. The ability to work in different positions while performing physical assessments. The ability to communicate effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.