



Position: Public Health Nurse

Philosophy: All employees will bring with them, or will acquire through continuing education and training, certain skills and abilities that will aid them in the performance of their duties. This agency encourages each employee to utilize his/her skills and abilities to help control the cost of services to the taxpayer and provide fair and equitable service to the community in a professional and ethical manner.

Function: This part-time (20–25 hour per week) position, under the direction of Borough Clerk/Deputy Borough Administrator, works closely with the New Providence Board of Health which contracts with the Westfield Board of Health for Health Services in New Providence.

Under direction, teaches, counsels, conducts epidemiological investigations, and provides public health nursing services in homes, clinics, and schools to individuals and families in the community for a public health agency; uses knowledge from nursing, social and public health sciences to promote and protect the health of populations through the performance of core public health functions and the delivery of essential public health services; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

- Responds to health questions by individuals and/or families during home visits, in clinics or schools or, while giving health demonstrations and lectures to community groups to educate the public on preventive health measures.
- Visits homes of individuals and/or families in the community and gathers initial background information used to assess their health needs and problems to develop a health care plan.
- Interviews patients and/or families to evaluate health needs or environmental hazards in the homes.
- Evaluates effectiveness of a family care plan and nursing services provided.
- Implements actions to curtail the spread of communicable diseases by instructing high-risk individuals or groups in the proper control measures.
- Develops health care plans for resolving complex and/or multifaceted problems as part of a team of health care professionals.
- Conducts investigations of suspected disease outbreaks; visits suspected areas and interviews persons who have contracted the disease to compile information on symptoms and environmental factors.

- Measures patients' temperature, blood pressure, pulse, height, and weight to record the patients' vital signs and growth process.
- Administers hearing and vision tests to screen possible hearing and vision problems and refers these problems to the physician.
- Administers medication in homes and/or clinics as prescribed by the physician to implement and maintain the health care treatment plan.
- Observes patients' reactions to prescribed medication to manage the stable phase of chronic illnesses such as diabetes, hypertension, and/or tuberculosis.
- Maintains medical records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

EDUCATION:

- Graduation from an accredited college or university with a Bachelor's degree in Nursing or Public Health.

EXPERIENCE:

- One (1) year of experience in a public health field or, nursing experience gained while working under the close supervision of a licensed public health nurse.
- ***NOTE:*** Nursing experience in a public health field may include experience with volunteer work, community service, or employment with a Visiting Nurse Association, hospital or other community-based public health partner agency, organization or health department that provides direct public health services to the population or, that contracts such services to local health departments.
- ***NOTE:*** Appointees are required to complete a course in population-based public health nursing within one (1) year of appointment.

LICENSE:

- Applicants must possess a current and valid registration as a Professional Nurse in the State of New Jersey
- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

- Knowledge of the principles and practices of public health nursing.
- Knowledge of pharmaceuticals, side effects, and possible complications of use.
- Knowledge of health counseling methods.
- Knowledge of standard nursing procedures.
- Knowledge of interview techniques, and the methods used to gather data.
- Knowledge of community resources likely to be needed by the client population served.

- Knowledge of first aid procedures.
- Ability to recognize adverse signs and symptoms in patients.
- Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the program.
- Ability to evaluate health needs and environmental hazards.
- Ability to provide health counseling to patients and families.
- Ability to conduct home visits and gather information.
- Ability to take temperature and blood pressure readings, and administer tests and medications.
- Ability to develop health care plans in conjunction with other professionals.
- Ability to select proper nursing procedures and techniques of patient care.
- Ability to maintain medical records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.