

Caswell County Health Department  
Invites applications for the position of:

# Public Health Nurse II

**SALARY:** \$54,984

**OPENING DATE:** 08/20/2021

**CLOSING DATE:** 08/30/2021

**DESCRIPTION:**

The Caswell County Health Department has an opening for a Public Health Nurse II to serve as the School Health Liaison. This full-time position will last through June 30, 2021 with possibility of being continued past that date based on funding. The employee in this position will for the coordination of COVID-19 screening, testing, and vaccine administration efforts, and to coordinate other school health/public health services

Work is performed under the general supervision of the Health Director, with leeway to exercise independent judgement within the framework of the applicable rules, regulations, program guidelines, policies, and procedures in the performance of duties, both in terms of planning and accomplishing work and in making decisions public health needs and requests.

Participation in a drug screen and background check are required.

Caswell County is an equal employment opportunity employer.

**EXAMPLES OF DUTIES:**

The following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. A position may not include all the work examples given, nor does the list include all that may be assigned.

Administration/Joint Planning for School Health

- Coordinate school health efforts between the LHD and all LEAs and schools in the LHD county (or counties if a District LHD) served.
- Conduct ongoing evaluation of cooperative efforts and collaborate on needed changes.
- Serve as the LHD liaison for the School Health Nursing Program in all LEAs and schools in the LHD county (or counties if a District LHD) served.
- Participate in the LEA School Health Advisory Committee (SHAC).

Communicable Disease

- Coordinate shared activities related to COVID-19 testing programs in schools and related response to test results and mitigation efforts.
- Coordinate investigation and/or follow-up of other reportable communicable disease events.
- Participate in procedure development for response to communicable disease outbreaks in schools.
- Coordinate local media response in conjunction with school administration regarding communicable disease events and efforts in K-12 schools.

School Site Vaccine Administration Opportunities

- Provide Vaccine Information Statements (VIS) to schools and encourage on-site clinic opportunities.
- Coordinate vaccine, medical supplies, and documentation supplies as needed for clinics when scheduled.
- Assure completion of administration processes related to vaccines through data entry.

OSHA Compliance Program

- Coordinate the availability of OSHA-required vaccines for identified school staff through LHD clinics and the billing of LEA for required services.
- Act as a resource to the Lead Nurses/designees for OSHA Blood Born Pathogens training and incidents in schools.

Professional Development

- Include local school nurses in educational and workshop opportunities related to school health program needs.
- Ensure initial training and annual updates are provided for local school nurses on their duties regarding county disaster response as defined in the Memorandum of Agreements

Privacy Protection

- Facilitate ‘read only’ access to the North Carolina Immunization Registry for county school nurses.
- Ensure local school nurses have reviewed and signed the LHD Annual Confidentiality Statement.
- Act as a resource in ensuring compliance with HIPAA and FERPA in coordinated activities.

**TYPICAL QUALIFICATIONS:**

Thorough knowledge of nursing theory, practices, principles, and techniques employed public health and related programs

Considerable knowledge related to Communicable Diseases and pathogens of high consequence, including SARS-COV-2

Considerable pediatric experience

Excellent written and verbal communication skills

Decision making and problem solving abilities

Ability to communicate effectively with all populations

Ability to listen effectively

Ability to document concisely and factually

Ability to prioritize needs and assign tasks

**MIMIMUM QUALIFICATIONS:**

- A. Required Minimum Training:
  - 1. Graduation from a four-year college or university
    - a. A BS in nursing
    - b. Including a public health nursing rotation
    - c. And one year of public health nursing experience
  - 2. Or, graduation from an accredited school of professional nursing
    - a. Two years of professional nursing experience,
      - 1) One of which must have been in public health
  - 3. Equivalent Training And Experience:
    - a. An equivalent combination of education and experience
    - b. None can be substituted for nursing training.
- B. License Or Certification Required By Statute Or Regulation:
  - 1. Must be licensed to practice as a Registered Nurse in North Carolina by the North Carolina Board of Nursing
  - 2. CPR Certified
  - 3. Employees who are required to drive in the performance of their job duties must show proof of a valid driver's license, availability of a reliable vehicle and automobile insurance.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain a valid Drivers License for the type of vehicle or equipment operated.

All offers of employment are conditional upon successful clearance of a background check and pre-employment drug testing. Employment cannot commence until the employee has been cleared.

May be required to possess additional certification(s) as deemed necessary by the Health Services Coordinator.

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL REQUIREMENTS AND POSSIBLE HAZARD**

Must be able to physically perform the basic life operational support functions of standing, walking, stooping, crawling, fingering/typing, talking, sitting, bending, kneeling, climbing, grasping, hearing, handling, pushing, pulling, lifting, carrying, reaching and repetitive motions of the hands/wrists/feet.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, and operate a computer terminal.

Must be able to be exposed to chemicals, contagious and/or infectious diseases, and blood borne pathogens.

May be subject to possible hazards that include emotional stress due to the nature of interactions with clients or service providers, irate clients and/or family members who may be hostile, resistant or violent.

APPLICATIONS MAY BE FILED AT:

[bhodes@caswellnc.us](mailto:bhodes@caswellnc.us)

189 County Park Road – PO Box 1238

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336-694-4129

Position #: PHNII-6

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