

**Caswell County Health Department  
Invites applications for the position of:**

# Public Health Nurse II

**SALARY:** \$52,512 with 4% increase after 9-month probationary period

**OPENING DATE:** 07/26/2022

**CLOSING DATE:** Open until filled

**DESCRIPTION:**

The Caswell County Health Department has an opening for a Public Health Nurse II, to work in the clinic. This position provides direct patient care to a wide variety of clinical programs in coordination with a multidisciplinary team (Providers, Nurses, Social Workers, Nutritionist, etc) . After probationary period, this employee may be required to act as program coordinator for one of the clinic programs.

Work is performed under the general supervision of the Nursing Supervisor and operates within the scope of practice for an RN under the direction of the mid-level providers.

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.

**Clinic Nurse**

- Provide RN-level, direct patient care to all age groups and programs.
- Administer medications and immunizations as directed
- Maintain clinical records and document on clients served providing appropriate information
- Work collaborative within a multidisciplinary team to deliver comprehensive services.
- Participate in continuing education programs and utilize information related to areas of practice
- Assist with in-house audit program reviews and implement necessary changes to improve clinic service
- Complete annual required trainings as assigned
- Complete CPR recertification

**Other**

- Attend meetings and educational conferences/workshops as recommended by supervisor and adhere to agency policies related to education requests
- Represent agency on community boards and committees as assigned by Nursing Supervisor or Health Director.
- Participate in staff meetings
- Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions within the Health Department may be required to participate in emergency response activities as deemed necessary by the Health Director or her designee. Availability during emergencies and exercises is required.

**TYPICAL QUALIFICATIONS:**

- Thorough knowledge of nursing theory, practices, principles, and techniques employed public health and related programs
- Thorough knowledge of laboratory policies, procedures, and protocols
- Considerable knowledge of available resources

- Knowledge of current social and economic problems related to public health
- Considerable knowledge of computers and basic software applications
- Effective written and verbal communication skills
- Time management skills
- Possess problem solving skills
- Ability to communicate with people from various professions, backgrounds, and cultures with tact and diplomacy
- Ability to use telephone, copier, calculator, fax machine and other office equipment as needed
- Ability to use necessary medical and laboratory equipment as needed
- Ability to prioritize tasks and manage time effectively
- Ability to address a wide variety of health and social issues
- Ability to apply nursing theory, practices, principles, and techniques employed in public health and related programs
- Ability to obtain a health history
- Ability to perform physical assessment to determine deviations from normal
- Ability to coordinate available resources
- Ability to plan, coordinate, and tactfully deal with others and to exercise good judgment in appraising situations and making decisions
- Ability to secure the cooperation of clients, and elicit needed information and to maintain effective working relationships
- Ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions
  
- License Or Certification Required By Statute Or Regulation:
- License to practice as a Registered Nurse in North Carolina by the NC Board of Nursing
- CPR Certification
- Employees who are required to drive in the performance of their job duties must show proof of a valid driver's license.

**MIMIMUM QUALIFICATIONS:**

- Required Minimum Training:
  - Graduation from a four-year college or university
    - A BS in nursing
    - Including a public health nursing rotation
    - And one year of public health nursing experience
  - Or, graduation from an accredited school of professional nursing
    - Two years of professional nursing experience,
    - One of which must have been in public health
- Equivalent Training and Experience:
  - An equivalent combination of education and experience
  - There is no substitute for nurse training.
- Additional Training/Experience:
  - Public health nurse course, in accordance with Health Services Commission rules
- Equivalent Training and Experience:
  - An equivalent combination of education and experience
  - None can be substituted for nursing training.

There is no equivalent for nursing training BS Degree or Registered Nurse

**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 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@caswellinc.us](mailto:bhodes@caswellinc.us)

189 County Park Road – PO Box 1238

Yanceyville, NC 27379

336-694-4129

Position #: PHN-6  
Public Health Nurse II