

# COOS COUNTY JOB ANNOUNCEMENT

## Public Health Nurse - Public Health Programs COOS HEALTH & WELLNESS

\$5,077 - \$6,419 per month

All Healthcare setting employees are required to be fully vaccinated against COVID-19 by 10/18/2021 as mandated by Oregon Health Authority, unless a qualifying exemption applies. Proof of full vaccination or documented exemption will be required after a conditional Offer of Employment is made to the selected applicant.

**DEPARTMENT:** COOS HEALTH & WELLNESS

**GENERAL STATEMENT OF DUTIES:** Please refer to the attached position description.

**APPLICATION PROCEDURE:** Coos County Application **REQUIRED**.

**Apply to:** Coos County Human Resources Department, Courthouse

**By mail:** 225 N. Adams Street  
Coquille, OR 97423

**By fax:** (541) 396-1012

**By email:** humanresources@co.coos.or.us

**CLOSING DATE:** Open Until Filled

**\*\*Equal Opportunity Employer\*\***

**Posted:** Courthouse CHW Building  
Email all Coos County Employees Indeed  
Work Source Oregon

**NOTE:** Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

## JOB DESCRIPTION

Approved by BOC on 2/1/2022

1.	<b>Classification Title:</b> Public Health Nurse – Public Health Programs
2.	<b>Working Title:</b> Public Health Nurse II
3.	<b>Department:</b> Coos Health & Wellness Public Health Division
4.	<b>Pay Grade:</b> 600 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> ONA Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	<b>What is the purpose of this position?</b> Under the direction of the Coos Health & Wellness Clinic Supervisor, this position is responsible for performing a variety of nursing duties for various public health programs.
6.	<b>Essential functions of position.</b>  60%: Assisting Clinic Supervisor with the following Public Health programs: sexually transmitted diseases, HIV, communicable diseases, and tuberculosis investigations of Oregon reportable diseases. May be asked to assist with other related health programs, as needed. Performs clinic visits and investigations into possible sources and contacts.  Promotes Public Health programs to community partners and agencies. Provides training/orientation to partnering agencies on services provided.  Maintains up to date skills and knowledge base related to above programs.  20%: Expected to work independently assessing public health clients, providing counseling services and immunizations for the various programs, and dispensing and/or administering medications using nursing skills.  20%: Required to fully document all visits, interviews and investigations using Patagonia Electronic Health Records, ALERT Immunization Registry, and the Oregon Public Health epidemiologists' User System.
7.	<b>Supervision</b> This position is supervised by the Public Health Clinic Supervisor. This position does not supervise personnel.
8.	<b>List other duties assigned to this position.</b> <ul style="list-style-type: none"><li>• Required to work in other programs as assigned.</li><li>• Required to maintains clients records per protocol.</li><li>• Maintains all applicable professional, legal and ethical standards including confidentiality and informed consent.</li><li>• Attends various in-house and ZOOM meetings, and outreach activities as assigned</li><li>• Will participate in any Public Health or Emergency Preparedness activities as required.</li><li>• May need to be part of the Coos Health &amp; Wellness Incident Command Structure.</li><li>• Other duties, as assigned by Supervisor.</li></ul>
9.	<b>Working conditions of position.</b>

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Usual schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m., with occasional evening and weekend public health events as directed and approved. Periodic travel to educational seminars and training, some overnight. Requires some lifting (up to 20lb), bending, standing or sitting for lengths of time.

**10. List required special skills, licenses, certificates, etc.**

To successfully perform this job, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge/Skill/Ability:**

Knowledge of the methods, principles, techniques, and practice of public health nursing.

Ability to assess needs of clients and provide counseling and treatment as appropriate.

**Education and/or experience:**

Bachelor's degree or equivalent in Nursing and at least two years of experience in the field of public health. Current RN license required.

Preference may be given to candidates with relevant experience/ training.

Must successfully pass a criminal background check.

Must be able to maintain professional, positive interaction with clients and the general public on the phone and in person, within appropriate boundaries. Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities. Must have ability to effectively train other employees. Regular and consistent attendance is required.

Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community.

**11. Is operation of motor vehicle an essential function of the position?** Yes  No

**12. List equipment, tools, machines used in performance of duties.**  
personal computer; photocopy machine & fax machine; scanner, cell phone.