



Job Title: Public Health Nurse
Department: Health & Human Services
Classification: 11
Reports to: HHS Supervisor
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: Yes
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position collaborates, assesses needs and provides independent nursing interventions in the community, which may include schools, homes, shelters, nursing homes and other community settings. PHNs assess and analyze the Social Determinants of Health to determine gaps in community resources and in health services. PHNs engage in activities designed to protect and promote the health of the general population within a community health service area by emphasizing the prevention of disease, injury, disability, and preventable death through the promotion of effective coordination and use of community resources, and by extending health services into the community.

Communicates with:

Internally – All HHS staff.

Externally – State/county/city entities and public.

Supervision:

None

Essential Work Functions:

- Identifies health and safety needs of individuals and/or families.
- Provides education relative to parenting, nutrition, health care, prenatal care, breast feeding, safety, substance abuse, communicable diseases, and other areas.
- Performs delegated functions under the direction of health care practitioners as allowed by law.
- Promotes health and prevents illness through health teaching and counseling.
- Promotes and develops interpersonal relationships with the community, individual, family or system.
- Acts as client advocates to assist in health promotion and required health services.
- Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Minnesota Department of Health and Department of Human Services policies and procedures.
- Reviews documentation in agency medical records to ensure compliance with federal and state rules and regulations for the specific program area.
- Utilizes the public health nursing intervention of teaching, counseling and providing health information and education on relevant health topics.
- Advocates prevention of injury and disease.
- Applies ethical principles in collecting, analyzing, using, maintaining, and disseminating data and information.
- Promotes healthy behaviors in individuals, families and groups following the agency's mission and vision, policies, and procedures.

- Consults with community partners to provide information and share professional knowledge with respect to specific public health issues, programs and services.
- Implements and maintains public relations with local clinics, hospitals, nursing facilities, schools, health care providers, social workers, local newspaper, and other professionals necessary in providing continuity of care and/or public awareness.
- Explores how programs, practices and policies affect the health of individuals, families and communities and establishes common goals.
- Assesses availability of resources to meet the daily needs in the community.
- Contributes to the development of the organizational strategic plan which includes measurable objectives and targets.
- Incorporates the community health improvement plan, workforce development plan, quality improvement plan and other plans.
- Attends conferences, meetings and other learning opportunities

Other Work Functions

- Performs related work as required.
- Coordinate with other positions within the department for client services.
- Attend continuing education and training opportunities.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in a highly technical area, such as engineering, computer science, nursing or specialized qualification such as CPA, or a non-technical master's degree is required.
- CPR/First aid training.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- MN Registered Nurse License.
- Public Health Nurse Certification.
- Valid MN driver's license.
- Knowledge of providers within the community and services available to clients.
- Knowledge of laws, rules, statutes and regulations pertaining to public health.
- Knowledge of HIPPA laws and regulations.
- Knowledge of reporting requirements.
- Knowledge of health treatments, screenings, and certifications in various public health areas.
- Knowledge of Public Health Nursing principles and practices, basic nursing skills, the nursing process and public relation skills.
- Ability to effectively apply casework knowledge and skills.
- Working ability to work constructively within an agency in the community setting and in effectively utilizing appropriate resources and services.
- Ability to work constructively in the development and coordination of community resources to meet special needs.
- Ability to manage time productively.
- Ability to prioritize caseloads.
- Valid MN driver's license.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Highly self-motivated and directed.

- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

| Exposed to: | 24% or Less | 25% - 49% | 50%- 74% | 75% or more |
|--------------------------------------|-------------|-----------|----------|-------------|
| Office environment | | | X | |
| Sitting, standing | | | X | |
| Walking, reaching, pulling | | X | | |
| Typing/data entry | | | X | |
| Talking, hearing | | | X | |
| Close and distance vision | | X | | |
| Moderate (Up to 60 pounds of force) | | X | | |
| Challenging or threatening behaviors | | | X | |
| Hazardous physical conditions | | | X | |
| Atmospheric Conditions | | X | | |
| Travel | | | X | |
| Hazardous materials | | | X | |
| Extreme temperatures | | X | | |
| Environmental | | | X | |
| Work with high detail/deadlines | | | X | |

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____