



**TODD COUNTY**  
invites applications for the position of:

## **Public Health Nurse**

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**SALARY:** \$27.32 - \$34.61 Hourly

**OPENING DATE:** 11/16/18

**CLOSING DATE:** Continuous

### **PURPOSE OF POSITION:**

Under general direction of the Unit Manager and/or Supervisor, this position provides public health nursing to individuals, communities and systems. This position is responsible for using a holistic approach to complete individualized assessments and develop and implement plans using the nursing process, to enhance and protect the quality and dignity of life for the diverse population served. Public Health Nurses focus on promoting healthy families and communities; supporting disabled persons and Senior citizens to live independently; preventing and responding to diseases and health threats; and identifying and preventing environmental health hazards.

### **Basic Performance Expectations of all Todd County Staff**

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respects all colleagues, co-workers, board members, and the public and lead those around you to do the same.
- This position requires regular and timely attendance.
- Performs other duties as assigned or apparent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, 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 an individual with disabilities to perform the essential functions.

- Assesses clients in the home, office, a community facility, or other places of residence.
- Develops, implements, and evaluates nursing service or care coordination plans; authorizes services for delivery by others involved with a client.
- Provides nursing services, care coordination, crisis intervention, and advocacy for clients.
- Counsels and educates families and community groups in activities that promote a higher level of wellness and reduce the risk of disease and injury, including environmental health threats.
- Coordinates internal and external client referrals; gathers documentation to assist clients in obtaining services and accessing community resources.
- Communicates with medical providers and performs delegated nursing functions, including technical procedures as indicated by the client's individualized plan.
- Documents nursing interactions and maintains client records as required by department policy and the MN Nurse Practice Act.
- Develops and directs service plans for individuals and completes work assignments for paraprofessional staff.
- Interprets department or county policies or other agencies' standards or requirements and coordinates services with others to achieve effective and efficient services.
- Participates in and facilitates a variety of interdisciplinary meetings and client conferences.
- Participates in student educational experiences based on objectives developed by the school and applicable activities identified by the Unit Manager and Supervisor.
- Participates in legal proceedings as warranted per case.
- Provides holiday/weekend on-call nursing as assigned that may include skilled nursing visits and supervision of Home Health Aides.
- Participates in community events as required, such as health fairs, immunization clinics, forums, and groups which may occur weekends or evenings.
- Strictly observes all data privacy laws.

The following services and associated duties shall be assigned depending on the agency needs with consideration given to employee strengths. Employees shall expect to be assigned in multiple program areas.

- Maternal Child Health Family Home Visiting including Nurse Family Partnership
- Child health screening including Child & Teen Checkups and Early Childhood Screening
- Follow Along Program developmental screening, education and referral
- Preconception health services per DHS Family Planning grant
- Child health services including dental varnish, blood lead screening
- Follow up and case management for children through Early Hearing Detection & Intervention, and Birth Defects Information System
- Back up for WIC program for CPA duties
- Car seat education and dispersal
- Long Term Support Services, MNChoices & Relocation Services Assessment & Coordination
- Personal Care Attendant assessments and plan development
- MN Senior Health Options, MN Senior Care Plus, Elderly Waiver, Alternative Care grant
- Community Alternatives for Disabled Individuals (CADI), Community Alternative Care (CAC), Brain Injuries (BI) waivers
- Public Health Nursing Clinics
- Immunization services
- Communicable Disease Prevention and Control services to individuals & communities
- Participate in public health emergency preparedness activities
- Care Connector role for county based purchasing provider- SCHA
- Provide health plan contracted services follow up for individuals
- Public Health Nuisance assessments and abatement in consultation with PHN

management

- Grant writing, management, implementation and reporting as requested or required
- Participate in community assessment and planning as requested or required
- Participate in quality improvement and department strategic planning
- Community resource, information and referral
- Others as department may implement

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

Bachelor's degree with coursework in public health nursing resulting in MN registered nurse licensure.

MN Public Health Nurse Certification.

Unencumbered MN Registered Nurse License

MN Merit System qualified

Must possess and maintain a valid Driver's License

Must pass a criminal background check

### **Preferred Qualifications**

Prior nursing experience

Bilingual English/Spanish

**Position open until filled.**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.todd.mn.us/>

Position #84D  
PUBLIC HEALTH NURSE  
SO

215 1st Ave S, Suite 300  
Long Prairie, MN 56347  
320-732-6155

[HR@co.todd.mn.us](mailto:HR@co.todd.mn.us)

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### **Public Health Nurse Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's degree with coursework in public health nursing resulting in MN registered nurse licensure?
  - Yes-with 2+ years of experience in nursing
  - Yes-with 1-2 years of experience in nursing
  - Yes- with less than 1 year of experience in nursing
  - No
- \* 2. Do you have a MN Public Health Nurse Certification?
  - Yes
  - No
- \* 3. Do you have an unencumbered MN Registered Nurse License?
  - Yes
  - No

- \* 4. Tell us about your work experience in nursing-
  
- \* 5. Do you have a valid driver's license?
  - Yes
  - No
  
- \* 6. Are you bilingual in English/Spanish?
  - Yes- Fluent Spanish & English
  - Yes- Minimal Spanish
  - Yes- Minimal English
  - No
  
- \* 7. Are you able to meet the physical requirements of the position?
  - Yes
  - No
  
- \* 8. Are you Merit System Qualified?
  - Yes
  - No, but plan to apply on the Merit site
  - No
  
- \* 9. To successfully apply for this position, you must complete a Todd County application AND a MN Merit application. Instructions to complete the Merit application Public Health Nurse Go to: <https://www.governmentjobs.com/careers/mnmeritsystem> 1. If you have never applied in NeoGov, you will need to set up an account. To do so, click on "Sign In" (on the top of the page) and then on "Create an Account." Complete the required information and submit. You will get an e-mail confirming your user ID and password. 2. Go back to the link 3. From the Menu - click on "Job Opportunities" 4. Go to Job 558-77 (Public Health Nurse-Todd County) - complete and submit an application.
  - I will apply on the Merit site.
  - I have already applied on the Merit site.
  - I do not understand how to apply on Merit but will call 651-431-3030 for assistance.
  
- \* 10. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?
  - Yes- Qualified Disabled Veteran (10% or higher disability rating)
  - Yes- Qualified Vet or Spouse of Deceased Vet
  - No
  
- \* Required Question