



Cloud County
Health
DEPARTMENT
& Home Health Agency

Immunization Director

Company Description

The Cloud County Health Department works to prevent disease, promote healthy lifestyles, and protect the environment from poor health outcomes. We specialize in providing essential preventative care throughout the continuum of life.

Position Summary

Under the administrative supervision of the Health Department Administrator, the Public Health Registered Nurse is a non-exempt position under FLSA. In the absence of the administrator this position may assume responsibility of overseeing Public Health Services. As a registered nurse this position works independently and cooperatively to provide women's health services, physical and developmental services, maternal and child health services, immunization services, health screening services, nutritional assessment/counseling services, school health services, child care facility oversight, health education, and communicable disease control. The registered nurse performs within written protocols developed in conjunction with a consulting physician. This position requires excellent organizational, communication, and public relation skills. In a public health emergency, the registered nurse will provide surveillance, investigation, control measure, and public information in disease outbreaks and collaborate with other agencies in biological, environmental, and weather emergencies.

Job Description & Responsibilities

- Administer immunizations
- Properly order and store immunizations and resources
- Identify which vaccinations are needing to be administered
- Conducts health/physical assessments: obtaining blood pressure, temperature, measurements, and other clinical data as needed
- Gather information on health history, diet history, and family health status
- Provide adult services
- Reads and interprets lab reports
- Provides and educates clients concerning medication administration while monitoring for adverse reactions
- Interprets health screening findings and recommendations making appropriate referrals as needed
- Contacts local health providers and community agencies to make referrals
- Provides education to clients and families relative to parenting, nutrition, health care, prenatal care, breast feeding, safety, substance abuse, and communicable disease
- Investigates and monitors reports of communicable diseases
- Coordinates efforts with physicians, school personnel, and others regarding spread and treatment of the disease
- Provides health care services, instruction and information to clients in compliance with related public health laws
- Maintains confidentiality of client and agency information at all times

- Maintains client records with appropriate documentation
- Assumes responsibility for professional development, contribute to the professional growth of others, and stay abreast with new trends and innovations in the field of public health
- Attend and participate in staff meetings and related activities, attend workshops, conferences, and classes to increase professional knowledge
- Adhere to safe work practices and procedures
- Maintain work areas by restocking supplies and performing appropriate cleaning to keep work areas clean and presentable
- Ensures that clinical documentation regarding clients is kept secure, confidential, and maintained consistent with CCHD policies and procedures

Required Knowledge

- Knowledge of the core functions and essential services of public health
- Knowledge of current public health nursing principles and processes
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology
- Knowledge of human systems (wellness, illness growth and development, basic nutrition)
- Knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document the patient's treatment progress and response; ability to refer to appropriate providers as indicated
- Knowledge of chart documentation requirements, State and Federal laws that govern release of information
- Knowledge of relevant OSHA standards
- Knowledge of current epidemiological and surveillance methods used in the management of disease investigation
- Knowledge of the Nursing Code of Ethics
- Principles and practices of work place safety

Qualification & Skill Requirements

- Able to operate basic office equipment i.e., computer, fax, copier
- Ability to interact effectively and sensitively to individuals from diverse backgrounds – bilingual (English/Spanish) a plus
- Ability to interact effectively with other staff in the department and other health professionals in the community
- Ability to maintain confidentiality
- Ability to deal constructively with conflict
- Ability to exercise good judgment, be flexible, and sensitive to response in changing situations and needs in the work environment
- Ability to communicate clearly and concisely, both orally and written
- Establish, maintain and foster positive working relationships with co workers
- Must be able to pass a background check

Education & Certification

- Must be a graduate from an accredited nursing school
- RN/LPN or Associates Degree in Nursing with a license to practice in Kansas. Public Health Nursing experience preferred
- Valid Kansas Driver's license, current certificate of vehicle insurance reliable transportation

- Current CPR certification

Financial Accountability

- Responsible for county equipment and resources
- Help identify needs of resources for annual budget

Personal Relations

- Daily contact with the general public, subordinate personnel, co-workers, and supervisory personnel is required.

Working Conditions

- Exposure to human blood and bodily fluids
- Communicable disease
- All type of weather conditions

Physical Requirements

- Manual labor: lifting and carrying light to moderately heavy objects
- Extensive walking, standing, or sitting
- Ability to operate department equipment

Benefits

- Paid leave
- Paid holidays
- Paid health insurance
- KPERS retirement

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