

SARPY/CASS

Health Department

Position Title:	Public Health Nurse – Vaccine Clinic Support				
Agency Unit:	Health Protection				
Reports to:	Assistant Health Director		Supervises:	None	
Employment Status:	Temporary 30 - 40 hours/week	Pay Grade:	\$35.00/hour	FLSA Status:	Non-Exempt

Position Summary: The Public Health Nurse will assist the Sarpy/Cass Health Department (SCHD) in vaccination campaigns.

- Essential Duties:** Under general supervision, the Public Health Nurse performs the following essential duties within the framework of the Department’s provisions of the core functions and essential services of public health;
- Assist SCHD staff in operating vaccination clinics.
 - Administer vaccines following SCHD standing orders and policies.
 - Document vaccinations and maintain vaccination records through the Nebraska State Immunization Information System and other platforms as applicable.
 - Assess and evaluate a patient's response to vaccinations and responded to medical emergencies following SCHD standing orders and policies.
 - Maintain accurate patient records and adhere to Health Insurance Portability and Accountability Act (HIPAA), State confidentiality standards, and SCHD policy.
 - Participate in public health emergency response preparedness, planning, and response activities.
 - Provide public health nursing information, education, and instruction in community settings.
 - Participate in quality assurance activities for compliance with laws, regulations, policies, and procedures.
 - Maintain professional and cooperative working relationships with those contacted through work assignments.
 - Maintain working knowledge of the nursing process, medical terminology, medical record-keeping, applicable healthcare-related laws and regulations, universal precautions, and infection control practices, and strict confidentiality practices.
 - Engage individuals and families to address identified health issues through the use of empathy, effective listening, and established health assessments.
 - Attends training and meetings as assigned.

- Qualifications:**
- Associate degree in Nursing. Bachelor of Science in Nursing preferred.
 - Currently licensed as a Registered Nurse in the state of Nebraska or current compact state license required.
 - Basic Life Support certification required.
 - CPR certification required.
 - A valid Nebraska driver’s license.

Knowledge, Skills and Abilities:

- Display positive public relations skills and work with all communities, lifestyles, physical abilities, sexual orientation, education, race, ethnicity, culture, etc.
- Readily assumes responsibility.
- Skilled in basic desktop software programs, including Microsoft Office, and ability to learn other software as needed.
- Ability to learn and utilize web-based programs
- Ability to work with various levels of agency management.
- Ability to read, write, and comprehend documents such as safety rules, healthcare laws, instructions, and policies/procedures.
- Ability to think strategically, communicate effectively, and articulate both orally and in writing.
- Ability to organize, analyze, and interpret technical information.
- Ability to be action-oriented, persevere, motivate others, and focus on program goals.
- Ability to establish and maintain positive and effective working relationships with coworkers, administrative support organizations, elected and appointed officials, representatives of other governmental entities, private industry and members of the general public.
- Ability to manage work processes and meet deadlines.
- Ability to work independently and as part of a team.
- Ability to adapt to change and be flexible.
- Ability to assume additional responsibilities and assignments.
- Ability to exercise initiative, judgment, and discretion.