

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1971
Grade: FB
FLSA: Exempt

Standard Job Description

Job Title
Public Health Nurse I

Department
Public Health

Job Summary

Under the supervision of the Public Health Nurse III, provides public health nursing services necessary to implement Cook County Department of Public Health (CCDPH) programs in an assigned region including but not limited to APORS/HRIF (Adverse Pregnancy Outcome Reporting System/High Risk Infant Follow-up), Lead, Newborn Hearing Screening, Genetics, Newborn Screening Program, and Communicable Disease. The primary responsibility of the Public Health Nurse (PHN) is the case management of infants identified as high risk through the APORS/HRIF program.

Typical Duties

- Manages a caseload of individuals and families assigned by geographic area, assesses needs and develops a care plan with the individual using principles of case management. Assumes responsibility for follow-up of all cases with in assigned jurisdiction.
- Develops individual and family care plans including medically derived recommendations and nursing assessments, incorporating plans to address complex socio-medical problems.
- Assesses immunization status of case managed clients and makes recommendations to ensure immunizations are age appropriate and up-to-date according to established guidelines.
- Tracks client/family compliance with well child/early and periodic screening, diagnostic and treatment (EPSDT) visits, immunizations, developmental screenings, and specialty medical care appointments.
- Refers clients for necessary services including but not limited to primary medical care, Medicaid programs (All Kids, MPE), mental health, WIC (Women, Infants, and Children), smoking cessation/substance abuse treatment, and domestic violence resources. Provides follow-up on referrals made for services.
- Provides health education on prenatal care, well-child/anticipatory guidance, family planning, and safer sex practices.
- Conducts developmental assessments using approved developmental screening tools such as the Ages and Stages or Denver Developmental Screening Tool for infants identified through the High Risk Infant Follow-up (HRIF/APORS) program.
- Participates in follow-up of cases with communicable diseases.
- Works with community groups and interprets CCDPH programs to promote utilization of services to optimize health.
- Assists individuals and families in carrying out recommendations made by their primary care provider and in making necessary adaptations so that the treatment regimens can be followed, including lifestyle and behavior modifications.
- Plans with and exchanges information with other health workers for effective care and coordination of the individual client/case.
- Maintains comprehensive and up-to-date electronic and paper nursing records.

Typical Duties continued

- Selects and administers appropriate prophylactic medications and/or vaccinations based on Emergency Preparedness Protocols.
- Performs other nursing duties as assigned.

Reporting Relationships

Reports to the Public Health Nurse III

Minimum Qualifications

- Current license as a Registered Professional Nurse in the State of Illinois.
- Graduation from a NLN accredited college or university with a Bachelor of Science Degree in Nursing.
- Must be available for "on-call" duty as required.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the mandated certifications.
- Position requires moderate to heavy local travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation.

Preferred Qualifications

- Bilingual English/Spanish is preferred.

Knowledge, Skills, Abilities and Other Characteristics

- Fundamental knowledge of the principles of public health nursing including: maternal and child health, epidemiology of communicable and chronic diseases, considerable knowledge of relevant social, cultural and economic forces and group relationships, and disease prevention/health promotion strategies to protect the health of individuals and the community.
- Written and verbal communication required.
- Skill and proficiency in the use of the keyboard as applied to operation of computers required for documentation.
- Ability to make accurate nursing assessments, establish care plans and make independent judgments where appropriate in accordance with nursing and public health principles.
- Ability to perform skilled nursing procedure.
- Ability to manage a complex caseload and electronically accurately record all aspects of nursing care.
- Ability to follow established protocol for treatments, services and follow-up care.
- Ability to travel throughout Cook County.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: Debbie Brooks 8/17/16
Debbie Brooks Date
Chief Nursing Officer-CCHHS

Approval: _____
Gladys Lopez Date
Chief of Human Resources