



Job Code: 1972

Grade: FC

HCWR: N

Job Title

Public Health Nurse II

Department

Public Health (Genetics)

Job Summary

Under the direction of the Public Health Nurse IV Program Coordinator of Health Screening and Disease Management, the Public Health Nurse II coordinates the designated programs of Perinatal Hepatitis B, Sudden Infant Death Syndrome (SIDS), Genetics, Congenital Syphilis, Newborn Screening, Newborn Hearing Screening, and Lead.

Typical Duties

- Oversees the assignment of cases from the Perinatal Hepatitis B, Genetics, Newborn Hearing Screening, and Lead programs to the appropriate district office.
- Coordinates with other Service Units e.g. Communicable Disease/Vaccine Preventable Disease Unit, Health Promotions, Environmental Health Services, Lead Poisoning and Prevention Unit staff in the implementation of public health programs.
- Provides education on genetic conditions to healthcare professionals, community organizations, and families.
- Serves as a resource on genetic conditions to the public health nursing staff.
- Coordinates with the Public Health Nurse IV District Nursing Supervisors to ensure that required follow-up documentation is obtained for the various programs e.g. blood lead results, hearing screening results, and dates of Hepatitis B vaccination and serology.
- Prepares and submits mandatory reports to the Public Health Nurse IV Program Coordinator of Health Screening and Disease Management.
- Participates in quality assurance initiatives including performance metrics, chart audits, and client surveys to assess adherence to policy and procedure, identify deficiencies, and evaluate outcomes.
- Participates in emergency preparedness training and exercises as assigned.

Minimum Qualifications

- Graduation from a NLN accredited college or university with a Bachelor of Science Degree in Nursing
- At least three (3) years public health nursing experience
- Current license as a Registered Professional Nurse in the State of Illinois
- Must be available for emergency response duty
- 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

- Master's degree in nursing or related field strongly; concurrent work toward Master's degree acceptable
- Proficiency in the utilization of basic word processing, spreadsheet, and database programs



Knowledge, Skills, Abilities and Other Characteristics

- Demonstrated positive interpersonal skills, including ability to interact with persons of different social and ethnic backgrounds
- Understanding of the principles of public health as it applies to population groups and individuals
- Ability to analyze service and health indicators to assure effective program elements and protocols
- Effective organizational and communication skills
- Ability to prepare reports, including narrative and quantitative content
- Demonstrated ability to work independently and as a member of an interdisciplinary team
- Demonstrated knowledge and ability re: organizational and management principles
- Proficiency in the utilization of basic word processing, spreadsheet, and database programs

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.