



Job Code: 1974

Grade: FF

HCWR: N

Job Title

Public Health Nurse IV

Department

Public Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Public Health Nurse IV is responsible for the coordination and management of Health Screening and Disease Management (HSDM) programs which include Breast and Cervical Cancer (BCCP) and Vision & Hearing Screening, Genetic Screening, Sudden Infant Death Syndrome (SIDS), Newborn Hearing Screening, and Perinatal Hepatitis B.

Typical Duties

- Collaborates with the Public Health Nurse (PHN) V to meet goals and objectives set forth in public health.
- Coordinates with PHN I, PHN II and Vision & Hearing staff on the follow-up of families identified through the following programs: Genetics, Sudden Infant Death System (SIDS), Newborn Hearing Screening, Women, Infants, and Children (WIC), Vision & Hearing, Lead, and Perinatal Hepatitis B.
- Coordinates with other Service Units, e.g. Communicable Disease, Health Promotions, Environmental Health Services, and other Public Health staff in the implementation of Public Health programs.
- Develops, implements, and evaluates policies and protocols for public health within the guidelines of the Nurse Practice Act, the Illinois Department of Public Health (IDPH) and Illinois Department of Human Services (IDHS).
- Reviews and analyzes data provided by the Health Screening and Disease Management (HSDM) programs Breast and Cervical Cancer (BCCP) and Vision & Hearing Screening, Genetic Screening, Sudden Infant Death Syndrome (SIDS), Newborn Hearing Screening, and Perinatal Hepatitis B including but not limited to Cornerstone and Cerner to determine sentinel events and critical performance benchmarks.
- Participates in quality improvement initiatives including chart audits, time studies, and client surveys to assess adherence to policy and procedure, identifies deficiencies, and evaluates outcomes. Develops a corrective action plan in collaboration with supervisory and program coordinator staff.
- Organizes and conducts coordination meetings for assigned programs including the establishment of agenda items and documentation within Cook County Health and Hospital Systems (CCHHS).
- Prepares and submits reports to the Public Health Nurse V.
- Attends events and meetings supporting Cook County Department of Public Health (CCDPH).
- Assists in the development and submission of grant objectives and applications on behalf of CCDPH for assigned public health programs under the direction of the Public Health Nurse V.



Typical Duties

- Supervises the Public Health Nurse III and staff assigned to the HSDM program.
- Participates in the interview process of staff assigned to the designated district programs.
- Participates in the emergency preparedness planning activities and exercises as assigned.

Minimum Qualifications

- Current license to practice as a Registered Professional Nurse in Illinois
- Master's Degree in Community Health Nursing or related degree
- Three (3) years of administrative and supervisory experience in programs such as Sexually Transmitted Disease (STD), Family Planning, Tuberculosis (TB), or Immunization
- Must have access to an insured vehicle and possess a valid Illinois driver's license for field duties

Preferred Qualifications

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to
- professional staff including nurses and support staff

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of quality assurance methods and epidemiological concepts
- Knowledge in successful grant submission, implementation, and evaluation
- Proficiency in the utilization of basic word processing, spreadsheet, and database programs preferred
- Ability to adapt to change in carrying out assigned duties

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.