

NORTHAMPTON COUNTY HEALTH DEPARTMENT
NOTIFICATION OF VACANCY

Department: Northampton County Health Department

Position Title: RN - Public Health Nurse II – Child Health

Position Grade: 72

Salary Range: \$46,929.00 - \$49,306.00

Posting Date: 12/18/2020

Contact: Cheryl Warren

Deadline for Applying: **OPENED UNTIL FILLED**

See attached for detailed job description.

Mail applications to: Northampton County Health Department
P.O. Box 635
Jackson, NC 27845

**MUST SUBMIT STATE APPLICATION PD
107**

Northampton County is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens. Northampton County Is A Drug-Free Workplace. All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

Position #511-50-151

PHN II – Child Health Lead Nurse

I. A. **Primary Purpose of Organizational Unit:**

To provide various clinical services to the citizens of Northampton County. To provide optimum care through education, screenings, and prevention. To refer to appropriate resources upon detection of problem areas.

B. **Primary Purpose of Position:**

Coordinator and supervision of child health program and services. Serves as nurse consultant for Early Head Start program in Northampton, Hertford, Halifax and Bertie Counties.

C. **Work Schedule:**

Normal work schedule for this position is Monday thru Friday, 8:30am - 5:00pm. After hours and weekend work may be necessary for completion of clinics that extend beyond end of workday; to render educational sessions for the community, meetings, health screenings, training and workshops.

Public Health is a first responder agency for natural disasters (e.g., hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks, (e.g., influenza, COVID-19, SARS,) technological hazards (hazardous materials releases, critical infrastructure disruptions, and terrorist incidents. This position, like all other positions within the department may be required to participate in any emergency response activities as deemed necessary by the Health Director or her designee. Availability during emergencies and exercises is required.

II. **Description of Responsibilities and Duties:**

40% - Clinical Responsibilities:

Complete an accurate health history, Ages & Stages Questionnaire (ASQ), Pediatric Symptom Checklist (PSC) and HEADSSS Review of Systems for adolescents hearing and vision testing with OAE screener, and Snellen charts Allen cards. Plot height/weight, head circumference and BMI. Complete an accurate physical assessment of pediatric client and document findings. Provide dental fluoride varnish on children 9 months through age 3 ½ years. Appropriate referral of all abnormal findings. Provide health/age appropriate counseling. Work up records prior to clinic and post clinic work-up and review of all records following clinic for QA. Complete encounter forms and route to billing. Refer to sickle cell counselor all abnormal sickle cell results found in pediatric clients. Assist CADA HS/EHS Health Coordinator with obtaining health info (physicals and immunizations) from health department or primary care provider and reviewing health info and make recommendations for follow-ups and special treatment based upon health info on physical exam. Track and monitor well baby checks and immunizations for EHS children and provide written notice 30 days prior to next needed check-up to parent and EHS Health Manager. Notify Health Manager within 10 days of health checks not complete following due date. Assist Health Manager with health care follow-up as needed. Make home visit to provide prenatal risk assessments and nutrition assessment during prenatal period and enter into PROMIS data system. Provide counseling at time of HV on breastfeeding, fetal development, warning signs during pregnancy and signs and symptoms to report to MD, labor and delivery, substance abuse. Monitor prenatal care of women by contacting MD to insure appointments are being kept and to be aware of potential risk factors. Make postpartum newborn

assessment home visits within 2 weeks of delivery and provide counseling on postpartum depression. Provide EHS coordinator of needed medical attention concerns, suggestions for intense monitoring of at-risk pregnant women and, also notification of newborns at risk. Confer W/EHS Coordinator and Disabilities/Mental Health Coordinator of children needing evaluation to identify suspected disabilities. Facilitate infant toddler screenings (i.e., development, vision, dental, hearing) and may help provide screenings as needed. Make HV as necessary to assist in health, development and dental screens. Assist EHS staff with hearing and vision screenings for EHS children in need of screening yearly.

35% - Management Responsibilities:

Review and update program policies and standing orders at least yearly. Complete yearly agreement addendum. Submit mid-year and end of year reports as required by DPH. Attend DPH recommended trainings and meetings as directed by agreement addenda. Provide supervision and assign duties to staff scheduled to work in child health clinics including self-assignment in areas needed. Coordinate follow-up care with other social/medical agencies. Follow-up of referrals made during clinic. In charge of blood lead prevention, testing and have follow-up of confirmed poisoning cases, scheduling of follow-up test appointments. Assist Environmental Health specialist in investigation. Coordinate follow-up of missed Keep inventory of child health stock, supplies and educational material and submit purchase request for same when needed.

Provide monthly reports on EHS health activities. Facilitate workshops for EHS parent socialization on health topics relevant to pregnant women and/or young mothers (breast feeding, safety, child development, immunizing and post partum depression). Provide training and technical assist for EHS home visitors and health manager on health issues and community resources. Participate in annual CADA HS/EHS community resource fair and attend monthly EHS staffing meetings to discuss potential concerns and referral needs of clients (children/pregnant moms).

Participate in program planning including management team planning sessions for EHS. Advise on health policy in accordance with HS/EHS performance standards. Participate in the establishment and updates of local health policies as related to EHS. Participate in Health Services Advisory meetings. Be familiar with community resources and make appropriate referrals (i.e., WIC, CCNC, CC4C, etc.) Review CADA HS/EHS health plans for individualized children quarterly for HS and once a month for EHS and make suggestions and recommendations as needed. Assist Health Coordinator to comply with HS/EHS screening requirements. Participates in EHS review.

25% - Other Responsibilities:

Coordinate own work assignments between Child Health clinics and EHS consulting position. Assist in weekly maternity clinics as needed to pre- or post-interview, perform non-stress testing and HIV counseling and testing and administer immunizations as needed. Also serve as primary backup in assessment of low risk prenatal clients in absence of maternity lead nurse. Coordinates and supervises maternity program, pre/post clinic work-up of records including follow-up in absences of maternity lead nurse. Assist in family planning clinics as needed to pre- or post-interview, provide HIV counseling and testing and immunizations as needed. Also serve as primary back-up for Family Planning Lead Nurse. Perform periodic laboratory proficiency testing as designated by laboratory supervisor and serve as lab alternate as needed. Staff general clinic as scheduled. Available for head lice screening as needed in county schools.

III. **Other Position Characteristics:**

1. **Accuracy Required in Work:**

The General Assembly of North Carolina requires a mandatory licensure of all who engage in the practice of nursing to ensure minimum standards of competency and to provide safe nursing. The North Carolina Board of Nursing monitors nursing standards, professional conducts and nursing competence. The Board has the authority to take action if any charges of neglect of duty has occurred by a nurse.

2. **Consequence of Error:**

The consequence of an error is dependent upon the error that has occurred. The immediate supervisor will notify the employee of the error and the consequences. In nursing, the ramifications of an error can be far greater when providing medical care. The error may range from a minor error of improper charting to an extreme of causing loss of life because of improper action or lack of action on the part of the employee. The consequence of the error made by the nurse may result in an action of a minor reprimand or as severe as a law suit against the county and/or employee.

3. **Instructions Provided to Employee:**

The employee is provided with a period of time for orientation and training necessary for the duties and responsibilities of the job. Written job descriptions and on-going verbal instructions are provided. Consultation with the clinical supervisor, nursing director and health director and EHS director/coordinator available as well.

4. **Guides, Regulations, Policies and References Used by Employee:**

Written child health policies and procedures are accessible to staff on a common computer drive. Policies and procedures are reviewed and updated annually and on a prn basis. All nursing staff is notified by verbal and written means of any changes. Specific written guides include AAP Bright Futures Guidelines, NCDHHS Health Check Program Guide, CDC Guidelines for STD Treatment, Physicians' Desk Reference, Community Health Nursing, OSHA Guidelines, Safety Manual, American Academy of Pediatrics Red Book, Northampton County Personnel Policy and Federal Performance Standards for Early Head Start Programs, CADA policy and procedures.

5. **Supervision Received by Employee:**

The employee is under direct supervision of the clinical supervisor. Consultation with health director is also available. Work is reviewed by ongoing observations, competency assessment, review of completed program deliverables, annual performance evaluations.

6. **Variety and Purpose of Personal Contact:**

Direct contact with clients and their families is made on a daily basis when working child health/EHS and other clinics. There is also regular contact with personnel of other agencies providing client care. On a less frequent basis, there is contact with child health consultants and other DHHS personnel.

7. **Physical Effort:**

Sitting, standing and walking are required daily. There is also a need for bending and stooping. Strength for holding and restraining children may be necessary, also for stocking supplies and setting up clinics. Verbal articulation and writing ability required. Ability to drive in very rural areas of 4 counties including non-paved roads.

8. **Work Environment and Conditions:**

The health dept provides non-acute care to patients. The main responsibilities and duties will occur within the health department as well as travel to and from EHS centers in 4 counties and home visits as needed for child health and EHS clients. The greatest hazard within the health dept is exposure to body fluids. Universal precautions are mandated by OSHA and are to be used by each employee when handling body fluids. Hepatitis B vaccine is also provided by each employee at risk.

9. **Machines, Tools, Instruments, Equipment and Materials used:**

Telephone, computer and printer, copier, fax, stethoscope, blood pressure cuff, thermometer, otoacoustic emission screener, reflex hammer, , dental varnish, head circumference tape, oto/ophthalmoscope, centrifuge, scales (adults/peds), stadiometer, watch w/second hand, needles/syringes, incubator, automobile, pediatric measuring board, blood collection devices, hemocue and cuvettes, accu-check and strips, urine test strips, lab proficiency controls.

10. **Visual Attention, Mental Concentration and Manipulative Skills:**

Visual acuity, intense mental concentration and alertness and writing skills are required daily for this employee. Observation and assessment of clients, use of forms, reports, logs, record keeping are examples of tasks involved.

11. **Safety for Others:**

Possible exposure to blood borne pathogens is possible hazard when working within the health dept. OSHA guidelines have been put into place according to job classifications and exposure categories to promote staff compliance. These guidelines promote safety for the patient as well as staff.

12. **Dynamics of Work:**

Updating and upgrading of patient services in the clinical area as recommended or mandated by local, regional, state and federal guidelines, constitute continuous changes in protocols and procedures. It is the responsibility of this employee to be familiar with and actively make an effort to incorporate these changes into the clinical routine. Must also be knowledgeable of community resources and may need to serve as liaison between families and agencies.

IV. **Knowledge, Skills and Abilities and Training and Experience:**

A. **Knowledge, Skills and Abilities:**

Considerable knowledge of and skill in the application of nursing theory, practices, principles and techniques employed in the field of public health and related programs; considerable knowledge of and ability to apply the principles and practices of public health; considerable knowledge of available resources and organizations economic problems relating to public health. Ability to plan, coordinate and supervise the work of others; ability to deal making decisions; ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions; ability to secure the cooperation of clients, to elicit needed information and to maintain effective working relationships; ability to record accurately services rendered and to interpret and explain records, reports and medical instructions.

B. 1. **Required Minimum Training:**

Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or Master's in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of training and experience.

2. **Additional Training Experience:**

Successful completion of "Introduction to Principles and Practices of Public Health". Successful completion of Child Health training program, lead investigation and abatement training, CPR, dental varnish application training, OAE training, Public Health Preparedness Training.

Successful completion of Child Health Training program--Enhanced Role Nurse training to be rostered in NC as a Child Health Enhanced Role Registered Nurse (CHERRN). CHERRN role and practice: Perform comprehensive pediatric history and physical exam ages birth to 21 years, complete a risk factor assessment including health risks and social determinates of health, complete developmental and behavioral health assessments, distinguish between normal and abnormal findings including expected response to treatment (nursing assessment and diagnosis).

Maintain all requirements for yearly re-rostering as CHERRN including the minimum number of preventative visits and minimum number of continuing education hours (CEU's). Submit all documentation as required.

3. **Equivalent Training and Experience:**

An equivalent combination of education and experience.

C. **Licenses or Certification Required by Statute or Regulations:**

Current license to practice as a registered nurse in North Carolina by the NC Board of Nursing. Valid NC Drivers License.