



SAN JUAN COUNTY
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JOB DESCRIPTION

Job Title: Public Health Nurse	Salary: \$47,173 - \$58,966 (County typically hires at entry level pay depending on experience)
Department: Health Department	
Effective Date: March 1, 2015	Safety Sensitive
Revision Date: January 6, 2023	FLSA Status: Non-Exempt

General Purpose

San Juan Public Health works to strengthen trusted bridges to health and wellness for all of San Juan County. The Children with Special Healthcare Needs Care Coordinator aims to perform and provide working-level nursing services in a variety of settings and to a variety of patient groups. Responsible for providing Public Health Nursing Services in accordance with the required services of the Utah State Department of Health. Provide specialty and general nursing services. Assist the medical staff in the treatment, care, and evaluation of patients' progress. Assist with medical emergencies. Support in providing medical consultation. Provide health guidance and teaching. Collaborate with community health and related services to provide direct and/or indirect nursing care oriented toward maintaining health and preventing illness, including treatment and care. Responsible for ensuring that all necessary education materials, examination requirements, and onsite treatment supplies are available to support provision of all Public Health Nursing services.

Supervision Received

Works under general direction of the San Juan Public Health Nursing Director with clinical supervision provided by the consulting physician.

Essential Functions

- **CHILDREN WITH SPECIAL HEALTHCARE NEEDS CARE COORDINATOR:** Provides direct care coordination services for children and youth with special health care needs that align to family priorities and include input from the Medical Home. Acts as liaison and connector between families and social service, behavioral health, educational systems, and other ancillary services. Researches and investigates opportunities, supports, specialists, and services for families. Helps families create Shared Plans of Care that include measurable, accountable, and time-limited goals and objectives. Consults with other care coordinators on the team to discuss best practices for service delivery, and shares findings with the team. Contributes to team CQI process. May serve on various committees, work groups, and planning teams within the Bureau, UDOH and community partners. Encourages families to enroll in Medicaid and CHIP, and facilitates the application and eligibility process. Coordinates traveling clinics for CWSHCN throughout the county as requested; provides direct care coordination at out-stationed facility in Orem based upon demonstrated need. Assures that care coordinators contracted through

- UDOH/MCHB comply with care coordination standards, reporting requirements, and quality improvement modalities.
- WIC PROGRAM SUPPORT: Women Infant and Children (WIC): provide support for the WIC program services such as Well Baby CHECs, Infant and Child Nutrition Education, Nutrition Classes, Printing vouchers and administration for providing necessary patient/client care. Provide WIC required physical examinations and services.
 - EPIDEMIOLOGY: Investigate communicable disease reports and cases in coordination with the Utah State Department of Health (UDOH), local clinics, schools and staff. Test for Sexually Transmitted Diseases and provide education, medication, and necessary treatment.
 - IMMUNIZATIONS: Provide immunizations onsite. Provide education on immunizations in all communities throughout San Juan County in coordination with local clinics and school programs. Develop and maintain immunization records.
 - TUBERCULOSIS (TB) CONTROL: Administer PPD Skin Tests. Investigate all reported and/or suspected TB cases. Provide patient/family education. Report all data to UDOH. When necessary, monitors delivery of TB medications.
 - FAMILY PLANNING: Provide education on options and processes. Answer patient questions. Coordinate physician visits. Request birth control option from UDOH and coordinate process with local pharmacies.
 - INFANT, CHILD, and MATERNAL (TCM) HOME VISITS: Conduct home visits for initial or follow-up support for newborns. Provide safety education, immunization education, and nursing/feeding support.
 - CHILDREN WITH SPECIAL HEALTHCARE NEEDS (CSHCN): Provide support and facilitate a minimum of 3 clinics per year with specialty services for families of children with special health care needs.
 - HIV/AIDS: Provide appropriate screenings.
 - INJURY PREVENTION: Coordinate injury prevention efforts with the Health Educator.
 - CASE MANAGEMENT: Educate medical providers on coordination for clinic/patient support and care that is available. Conduct outreach in various communities to monitor clients and communicate with providers.

Minimum Qualifications

- Associates Degree from an Accredited Educational Institution.
- Registered Nursing License (RN) issued by the State of Utah Department of Commerce, Division of Occupational and Professional Licensing authorizing the individual to practice in the State of Utah.

Required Skills, Knowledge and Abilities

- KNOWLEDGE of nursing theory and practice. Sanitation. Nutrition. Development of patient care plans.
- ABILITY to accept responsibility for heavy contact with related medical staff, patients, and patient families.
- Preference may be given to applicants who have experience working with people from a variety of social, economic, and cultural backgrounds.

Special Qualifications

- Must possess a valid Utah Driver's License.
- Must possess a valid Utah License issued by the State of Utah Department of Commerce, Division of Occupational and Professional Licensing.
- Must pass a criminal background check

Work Environment

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Work is performed in an office or other environmentally controlled room; work required frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above Job Description.

Date: _____