

**TITLE:** Community Health Nurse

**REPORTS TO:** Public Health Administrator

**QUALIFICATIONS**

1. Is currently licensed as an RN or LPN through the Illinois Department of Professional Regulation or is eligible and will obtain Illinois license within six months of employment.
2. Complies with accepted professional standards and principles.
3. Is self-directed with the ability to work with little supervision, has good organizational skills.
4. Possesses ability to use own initiative in planning and executing services.
5. Has excellent observation, good nursing judgment, and good oral and written communication skills.
6. Possesses and maintains current CPR certification.
7. Is flexible and cooperative in fulfilling role obligation.
8. Possesses and maintains good physical stamina and mental health.
9. Must be a licensed driver with an automobile that is insured and is in good working order. Documentation of current automobile insurance coverage is on file.

**SUMMARY OF JOB RESPONSIBILITIES**

The Community Health Nurse will provide services to clients such as immunizations and DNA testing, manage vaccines, and other public health nurse duties as listed below. The nurse must be able to maintain a current nursing license with the State of Illinois as required by law to perform nursing duties.

**RESPONSIBILITIES AND DUTIES**

1. Seeks and obtains sufficient information necessary to function effectively in the health care setting where assigned.
2. Provides professional nursing care by utilizing all elements of nursing process.

3. Refers clients to other health care services or other health care professionals. As appropriate.
4. Use supplies and equipment effectively, efficiently, and safely.
5. Documents actions by completing forms, reports, logs, and patient records.
6. Knowledge of practices of general clinical and public/community health nursing principles.
7. Plan, organize, and carry out community/public health nursing activities in a local area.
8. May provide health related counseling on the prevention of communicable diseases; coordinate health programs with outside organizations and agencies; introduce general health related information and instruction to individuals, families, and community groups.
9. Keep accurate patient records; always maintain confidentiality.
10. Provides and maintains a safe environment for the patient/client.
11. Compile and submit necessary medical/statistical reports and data in a timely fashion.
12. Performs within the limits of preparation and experience.
13. Assumes responsibility for personal growth and development and maintains and upgrades professional knowledge and practice skills through attendance and participation in continuing education and in-service classes.
14. Performs other duties as required or assigned.
15. Assist with and/or Manage the following programs:
  - Immunizations and management of vaccines
  - Community Education
  - Tobacco and Quitline
  - Emergency Preparedness
  - Employee Health
  - Policies and Procedures
  - Standing Orders
  - Medical Cannabis applications
  - Opioids epidemic
  - Back up for Communicable Disease Nurse responsibilities

16. Perform blood pressure checks, TB skin tests, paternity tests, pregnancy tests, and makes and completes immunization appointments.

**WORKING CONDITIONS**

1. General office environment.
3. Exposure to infectious diseases.
4. Community/School environment.
5. In and out of automobile.

**CONTINUING EDUCATION REQUIREMENTS.**

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required by their immediate coordinator. All agency personnel must attend mandatory educational programs.