



COUNTY OF LAKE
invites applications for the position of:
EXTRA HELP PUBLIC HEALTH NURSE

SALARY: \$27.89–\$33.90 per hour

Public Health Services is seeking an Extra Help Public Health Worker (Full job description, including minimum requirements are below). This Extra Help position is limited to no more than 25 hours per week and no more than 900 hours per year. Incumbents are paid only for hours worked, and are only entitled to legally mandated benefits, which does not include paid vacation or holidays. Extra help employees do not have status with the County.

Please complete a hard copy application, available on the County website or in person at the Human Resources Department and indicate “Extra Help Public Health Nurse” as the title of the position on the application.

Applications may be submitted in person or by mail to the below addresses

Human Resources Department, 255 North Forbes St, Lakeport, CA 95453.

EXTRA HELP PUBLIC HEALTH NURSE

DEFINITION

Under direction, to provide public health nursing services including the prevention and control of diseases, health education, and the promotion of health awareness; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an extra help position and first working level in the Public Health Nurse class series. Incumbents must have requisite public health nursing certification, but have limited public health nursing work experience.

REPORTS TO

Public Health Nursing Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Learns to plan, organize, and provide public health nursing services, health instruction and counseling, and guidance for individuals, families, and groups regarding disease control, health awareness, health

maintenance, and rehabilitation in a clinic setting; may learn the procedures and policies and work within a special program such as California Children Services; provides referrals; teaches and demonstrates health practices to individuals and groups; learns to instruct clients in family planning, sexually transmitted disease prevention and follow-up, and immunization procedures; learns to identify individual and family problems which are detrimental to good health; works with families to alleviate health problems and promote good health habits; learns to refer and coordinate care of individuals and families with other public and private agencies; learns to identify special health needs for assigned cases, recommending and implementing services to meet needs; assists individuals and families with implementing physician recommendations; learns to plan, direct, and perform epidemiological investigations in homes, schools, community, and public health clinics; prepares appropriate health records and arranges follow-up services, based on findings; confers with physicians, nursing staff, and other personnel regarding public health programs, patient reports, evaluations, medical tests, and related items; may work with community groups in identifying and developing public health services and improving existing public health services; prepares reports and documents health findings; compiles statistical information for appraisal and planning purposes.

TYPICAL PHYSICAL REQUIREMENTS

Sit and stand for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of medical and office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in clinical, office, and home environments; exposure to communicable diseases and blood borne pathogens; continuous contact with other staff and the public. Incumbents are expected to follow universal precautions. Incumbents may be required to drive to remote areas of the County in all weather conditions.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods, practices, and current trends of general/public health nursing.
- Community aspects of public health nursing including community resources and demography.
- Federal, state, and local laws and regulations governing communicable disease, public health, and disabling conditions.
- Environmental, sociological, and psychological problems related to public health nursing programs.
- Child growth and development.
- Causes, means of transmission, and methods of control of communicable diseases, including sexually transmitted diseases, AIDS, and tuberculosis.
- Methods of promoting child and maternal health and public health programs.
- Principles of public health education.

Ability to:

- Learn to organize and carry out public health nursing activities in an assigned program.
- Develop and maintain good public relations with clients, staff, community groups, and other government organizations.

- Collect, analyze, and interpret technical, statistical and health data.
- Analyze and evaluate health problems and take appropriate action.
- Provide instruction in the prevention of diseases.
- Communicate effectively orally and in writing.
- Develop and maintain health records and prepare clear and concise reports.
- Deal tactfully and courteously with the public, community organizations and other government agencies when explaining public health issues and providing public health services.
- Effectively represent the Nursing Division in contacts with public, other county staff and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of sufficient education and experience to meet State of California certification requirements.

Some nursing experience in a public health setting is highly desirable.

Special Requirements:

The selected person must possess or able to obtain, a valid California Driver's License. This position is posted as Extra Help, consequently it is part time, not to exceed 25 hours per week and a total of 900 hours per year. The selected person may be expected to work outside of normal work hours (evening or weekend) in the event of an emergency.

Possession of a valid license as a Registered Nurse in California.

Possession of a Certificate as a Public Health Nurse issued by the California State Board of Registered Nursing.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.