

THIS POSITION WORKS IN THE IMMUNIZATION PROGRAM.

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Public Health Nurse I (3 positions) **OPENING DATE: 01-02-09**
CLOSING DATE: open until filled

DEPARTMENT: Health

SALARY RANGE: \$19.79/hr to \$22.57/hr (2007 range)

CURRENT HOURS AND STARTING TIME: Part-time **GRANT FUNDED** (up to 29 hours per week) position; the starting time for this position currently is 8:30 a.m.; **SOME EVENINGS MAY BE REQUIRED.**

F.L.S.A. STATUS: Exempt

APPOINTING AUTHORITY: Director/Health Officer

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of an assigned supervisor, provides direct nursing services in a clinical, geographic or programmatic area; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Provides direct nursing care in an assigned area, using appropriate authorized nursing skills.
- Acts as a public health resource person to individuals and other health care professionals.
- Documents appropriate data, activities and outcome in client records, utilizing the required recording format.
- Draws medications into syringes ensuring accuracy of dosage.
- Manual dexterity for administering injections, tying tourniquets, drawing blood and related procedures.

ADDITIONAL FUNCTIONS:

- Lifts, moves and carries clients, equipment and supplies that weigh up to 50 pounds.
- Bends, stoops, reaches and stands for long periods of time while providing direct nursing services.

ADDITIONAL FUNCTIONS (continued)

- Operates an automobile while performing assigned duties.
- Participates on selected agency committees as directed.
- Participates in the orientation of staff.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- A nursing diploma or an Associate Degree in Nursing from an accredited school of nursing.
- Be licensed by the Michigan Board of Nursing to practice as a Registered Nurse, or be in the process of securing Michigan licensure.
- Previous nursing experience is preferred.
- Successful completion of the probationary period for the position of Public Health Nurse I.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of nursing principles and practices.
- Organizational ability and initiative.
- Ability to establish and maintain effective working relationships with staff, other professionals, clients and the public.
- Effective written and oral communication skills.
- Must possess an operable automobile for authorized departmental travel.
- Possession of a valid Michigan driver's license.
- Ability to conduct oneself with tact and courtesy.

For current, internal Macomb County employees interested in applying for this position, including full-time, part-time and temporary hires, please complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER