

LEDGE LIGHT HEALTH DISTRICT

Job Description Public Health Nurse

I. **CLASSIFICATION:**

This is a salaried, exempt, regular employee position. This position may be full or part-time, depending on the needs of the District.

II. **PURPOSE:**

The primary responsibility of this position is to assist in the District's Infectious/Communicable Disease Prevention and Response Program, and the District's Public Health Preparedness Programs.

III. **SUPERVISION:**

Reports to the Communicable Disease Prevention Supervisor & Public Health Emergency Coordinator.

V. **SPECIFIC RESPONSIBILITIES:** (Examples – not a comprehensive listing)

- Develop infectious/communicable disease prevention strategies, including education materials and community presentations.
- Develop and maintain infectious/communicable disease response protocols and case management, including but not limited to TB contact investigations and Direct Observation Therapy, Food Borne Illness Investigations sexually transmitted disease follow-up and other diseases requiring follow-up as required.
- Serve as a resource for community partners regarding communicable disease prevention, health and wellness.
- Facilitate trainings and conduct speaking engagements, participate in health fairs, researching resources and providing referrals, as needed.
- Assist in the development and maintenance of public health preparedness plans for the District and provide assistance to District municipalities and regional partners.
- Respond to public health emergencies and disasters, including possible overnight deployment.
- Represent the District in established municipal emergency planning committees and lend support to the process.
- Administer health alert network communications systems.
- Manage and provide training for volunteers and staff.
- Develop and maintain mutual aid agreements between different emergency preparedness disciplines.

- Plan, orchestrate and coordinate trainings, drills and exercises of local and regional public health preparedness plans.
- Represent the District at state and federal bioterrorism preparedness and emergency response planning meetings and trainings.
- Provide vaccinations to all ages. Direct volunteers, staff and other organizations in providing vaccinations. This will include planning, delegating tasks, logistics and ensuring competencies.
- Enter data into CT DPH and CDC websites.
- Precept nursing students during their public health rotation.
- Support the LLHD Medical Reserve Corps unit with recruiting, planning activities and meetings, assisting with screenings and health fairs, orienting new volunteers, training, entering data into the federal MRC website and coordinating MRC response to public health emergencies.
- Develop written communications and resources for the public, the media, and policy makers on issues of public health emergency response and bioterrorism.
- Prepare grant progress and other reports.
- Manage actual response to local and regional public health emergencies.
- Other duties as assigned.

VI. MINIMUM QUALIFICATIONS:

- Baccalaureate Degree in Nursing granted by an accredited college or university. Master's Degree in nursing, public health, or health services administration is desirable.
- Must hold current license as an RN, APRN, or PA in the State of Connecticut and be able to administer vaccinations
- Minimum of five years of nursing experience as a professional nurse in a position involving clinical practice, staff supervision, health education, nursing consultation, or nursing/health administration.
- Must be able to be fitted and wear a NIOSH 95 mask for extended period of time.
- Must be comfortable vaccinating all ages.
- Public speaking proficiency.
- Planning background and emergency response orientation desirable.
- Strong communication and organizational abilities.
- Training and experience in risk communications.
- Knowledge of the state/local public health infrastructure, epidemiology, infectious diseases and biological agents.
- Ability to relate well with all segments of the public.
- Decision making, prioritizing and leadership abilities.
- Ability to work with others and to work independently.
- Computer skills and research experience.
- Ability to organize and facilitate groups.

- Ability to work with diverse organizations and people and to work collaboratively.
- Must be flexible to work varied hours and respond to emergencies.
- Must have a valid driver's license.

VII. PERSONAL ATTRIBUTES:

Ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure, and to work with colleagues as a team player.