

Starke County Board of Commissioners

Starke County Job Descriptions

Job Title: PART TIME NURSE

Department: HEALTH DEPARTMENT

Reports To: OFFICE ADMIN / PUBLIC HEALTH NURSE

Approved by: STARKE COUNTY COMMISSIONERS

Approved Date:

General Description:

Incumbent is employed to perform duties delegated by the Health Officer to assist or, in the absence of the Public Health Nurse.

Essential Job Function:

Duties include but are not limited to:

- Maintain immunization availability to school-age children by ordering, accepting delivery and keeping up-to-date inventories of vaccines from the Indiana State Department of Health.
- Order testing materials and vaccines and maintain needed inventory.
- Prepare quarterly reports and such other reports as requested.
- Must be proficient on computer.
- Speak upon request to organizations or groups about health issues.
- Prepare newspaper articles pertaining to public health and submit to local media.
- Set up appointments and conduct weekly immunization clinics.
- Investigate report and do follow-up of Communicable Diseases; submit reports to the Indiana State Department of Health in the time frame mandated.

Knowledge, Skills, and Abilities

- Ability to understand and interpret pertinent laws and regulations.

- Ability to accept and utilize supervision and to interpret and follow oral and written orders.
- Ability to exercise independent judgment.
- Ability to administer immunizations to patients with the least amount of pain and lessen the fear of shots, using knowledge and skill when performing immunizations.
- Ability to maintain cooperative working relationships with parents and children and teach parents the importance of immunizations.
- Ability to plan, organize and utilize teaching principles in working with families and schools.
- Ability to maintain cooperative working relationships with parents and children and teach parents the importance of immunizations.
- Ability to make meaningful observations and reports.
- Ability to work in cooperation with staff, doctors, hospital, Indiana State Department of Health, Division of Family and Children and the public.
- Should gain proficiency in CHIRP system.
- Have general knowledge of public health.
- Ability to deal tactfully with the public.

Physical Requirements

Work is performed in clinic, office and out of office. Good health, with no special physical demands, are involved.

Experience/Education/Qualifications Required

- Must be a graduate of an accredited school of nursing and be currently licensed in the State of Indiana.
- Must be certified in CPR and maintain certification.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Additional duties may be assigned by prospective department heads or the Board of Starke County Commissioners.

All employees of the Starke County Government are subject to the rules set forth in the Starke County Employee Handbook.