

Job Description

Position: Community Health Nurse

Department: Office of Community Health

Reports to: Director

Last Updated: September 2023

Position Summary:

Reports to the Director of Community Health and is responsible for the delivery of health and wellness programs to the community. Provides services to residents based on initial evaluation or per physician's orders to include office visits, home visits, wellness screenings, health education and resource referrals. Delivers professional, skilled nursing services for Hanover Township residents and provides preventative, therapeutic and restorative aspects of nursing care based on the systematic assessment of client, family and community health needs.

Responsibilities:

- Conduct health assessments in all required situations such as residential home visits, at the township health clinics, and through wellness screenings conducted at various other locations.
- Conduct unsupervised house visits to assess health and wellbeing of homebound residents.
- Conduct health and wellness screenings which may include but are not limited to; venous blood draws, blood pressure and consultation for hypertension, cholesterol, diabetes, anemia, physical assessments, and the development of information on health history, diet history, and family health status.
- Conduct in-home assessments for residents enrolling in Home Care program and collaborate with Home Care Coordinator and Home Care Worker to create service delivery plan.
- Assist in the development, coordination, and facilitation of public health education based on various Community Health Office programs and topics.
- Assist in the research and development of nursing procedures and policies within the organization under the direction of the Director of Community Health.
- Attend various community activities related to the promotion of health and the prevention of disease and serve as a representative of the Township at these functions.
- Collaborate and create partnerships with community health related organizations to identify and solve health issues.
- Maintain patient records, program activity records and prepare all required reports and documentation.
- Ensure confidentiality of all health information and sensitivity upon required disclosures.
- Perform follow up evaluations, in person or by phone, for incident reports.

Other Job Functions:

- Perform all other duties as assigned by the Director of the Office of Community Health.

Supervisory Responsibilities:

- Occasional supervision of interns and nursing students.

Required Knowledge, Skills, and Abilities:

- Ability to work in a diverse team environment while utilizing strong evaluative and critical judgment skills.
- Ability to resolve conflicts and calm residents during periods of upset.
- Knowledge of child, adult, and geriatric learning and health education techniques and principles.
- Skills to identify problems, gather and analyze information, and resolve them in a timely manner.
- Skills to prioritize and plan work activities through the efficient utilization of time.

- Ability to maintain professional working relationships with elected officials, staff, residents, and vendors
- Ability to read and interpret all types of documents including safety rules and regulations, and procedure manuals.
- Ability to create and edit reports and correspondence from varied source material using appropriate style and format.
- Ability to clearly convey instructions to employees or team.
- Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations.
- Skill to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Knowledge of core public health functions.
- Skill to utilize standard health equipment on a regular basis, including but not limited to: glucose meters, sphygmomanometer, stethoscope, and pulse oximeter.
- Ability to assist in the provision of preceptorships to nursing students of local universities.
- Ability to respond, assess, and follow-up on incidents in emergency contexts.
- Ability to work with culturally and socio-economically diverse populations.
- Skill to administer subcutaneous and intramuscular injections, immunizations and TB Mantoux tests.
- Working knowledge of basic phlebotomy procedures.

Education, Experience, and Computer Skills:

- Bachelor of Science - Nursing, from an accredited college/university.
- One to three years previous nursing experience.
- Proficiency in Microsoft Office related applications to include word processing, spreadsheets, and PowerPoint.
- Universal Precautions/Blood Borne Pathogen Training
- Certified CPR Training

Special Requirements:

- Current IL Nursing License
- Valid IL Driver's License
- Up-to-Date TB skin test
- Ability to speak and read Spanish is beneficial.
- Compliant with HIPAA and privacy practices
- Willingness to work evenings and/or weekends as needed

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some moderate lifting, pulling, pushing and carrying of up to 25 pounds.
- Requires the operation of a motor vehicle for travel to clinics, homes, and other locations in the Township such as schools.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed indoors. However, it may require contact with outdoor weather at special event activity participation.
- This position requires occasional contact with extreme heat, cold, wet, and/or humid conditions.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.
- This position entails occasional exposure to unstable and dysfunctional family settings in high risk neighborhoods, blood and other bodily fluids, and sickness including undiagnosed sicknesses.