

# **JOB VACANCY ANNOUNCEMENT**

Date of Posting: January 14, 2010

The following position is available. Interested parties may obtain application materials from the Marion County Public Health Department, [www.marionph.org](http://www.marionph.org), Marion County Auditor's office, or on the bulletin board outside the Marion County Board of Supervisors' offices and return the application form to Marion County Public Health Department by January 24. This position will remain open until filled.

Job Title: Public Health Nurse

Department: Community Health Services of Marion County, 104 South 6<sup>th</sup> St. Knoxville, IA 50138

Part Time, as scheduled according to WIC clinic schedule. Position has potential to become full time.

Essential Functions and other details of the Job:

**CLINICAL NURSING:** Provides clinical nursing in a variety of settings. WIC will be nursing priority in this position. Will require inside of the service area with the WIC team. May perform nursing in other program areas as well.

**DISEASE PREVENTION/CONTAINMENT:** Provides community education and assists in prevention of the spread of communicable disease and the prevention of chronic and disabling diseases.

**CARE COORDINATION:** Provides Care Coordination services for Medicaid and other populations according to established protocols and regulations.

**EMERGENCY PREPAREDNESS:** Is assigned a role in public health emergency preparedness.

**PROGRAM POLICIES:** Follows policies as they pertain to agency and programs at the local, state, and federal level.

**PROJECT COORDINATION:** May be requested to coordinate agency projects. This would include planning, initiating, carrying out and reporting outcomes of projects.

**COMMUNITY EDUCATION:** Provides community education regarding a variety of educational subject matters.

**HEALTH CARE ADVOCACY:** Provides health care advocacy through effective case management, and assisting individuals with system-related issues.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Licensure as a Licensed Practical Nurse or a Registered Nurse

Ability to use computer and windows based software systems, copier, printer, telephone, fax, and other basic office equipment. Required: Microsoft Word, Excel, Powerpoint. Will teach public health software.

Mental and Physical Demands and Environment:

**Physical Ability:** Typical office and clinic environment. Occasional lifting of up to 50 pounds, including children in the clinic setting

**Language Ability**

Able to read and write the English language fluently is required. Ability to analyze, interpret and write reports, health documentation, fiscal reports is required.

**Mathematical Skills**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Cognitive Demands**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Interested parties are encouraged to read the full job description available at Marion County Public Health Department, or on the website at [www.marionph.org](http://www.marionph.org). This job vacancy notice will be posted for a minimum of 10 days, which ends January 24, 2010.**

The County shall have sole discretion to fill any vacancy.  
**MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**