

Whitman County Human Resources
400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT

POSITION: Community Health Nurse (Nurse I or II)

DEPARTMENT: Health Department

STARTING SALARY: \$3,384.00 DOQ, plus benefits (Nurse I)
\$3,722.00 DOQ, plus benefits (Nurse II)

UNION STATUS: Courthouse Bargaining Unit – Initiation fee and monthly dues payment is required

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

LOCATION: Whitman County (Pullman and Colfax offices)

CLOSING DATE: Open Until Filled

SELECTION PROCESS: Applicants must submit a signed Whitman County general application form. The application will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
AMERICANS WITH DISABILITIES ACT
Persons requiring accommodation should advise us of that need

**WHITMAN COUNTY
POSITION DESCRIPTION**

Position Title:	Community Health Nurse 1 and Nurse 2
Job Family Classification #:	121 (Nurse 1); 122 (Nurse 2)
Department Title:	Health Department
Department Code:	280
FLSA Status:	Non-Exempt
Union Status:	Represented, Courthouse Bargaining Unit
Reports to:	Public Health Director

BASIC PURPOSE

Perform community health work in community facilities and homes and other related work.

NATURE OF WORK

Community health nursing performs professional nursing services in the following areas: general public health, vaccinations, grant management, communicable disease reporting and management, Women Infant and Children (WIC) program and Maternal-Child Health block grant. Employees in positions of this class will be responsible for carrying out all nursing services on an independent basis by organizing work and carrying out activities within established program objectives. Work involves considerable contact with the community on an individual basis, and frequently during clinics on a group basis, to assess health care needs and explain and implement health programs. Work will require employees of this class to operate office and technical equipment.

Work is performed in both an office (Pullman & Colfax) and field setting.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of positions in this class. Work is performed under the general direction of the Public Health Director and Health Officer.

ESSENTIAL FUNCTIONS

Communicate with clients, the general public, health care professionals and co-workers using speaking and listening skills; perform health screening, analyze and interpret data from screening; nursing diagnosis of specific health concerns; develop a plan of care with clients to meet a specific health need; write a plan of health care and assist the client in implementing the plan of care; refine nursing care plans as needed due to changes in the client's physical, emotional, and socio-economic status; maintain accurate, legal and pertinent documentation of all client contacts; maintain records of activity pertaining to performance of duties; complete local and state program reports, promote health department preventive health programs; travel within the county; operate automobiles; conduct public education class; have a working knowledge of referral resources.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Establish positive working relationships with co-workers, department heads and the public; cooperativeness; work independently and meet deadlines; flexibility; maintain confidentiality; good communications skills both written and verbal, prioritize tasks and organize work; write clear written reports; plan and organize work; understand the principles underlying the administration and operation of public health programs; understand and apply available guidelines to varied public health programs; follow stated oral and written instructions; meet and deal with the public in a pleasant and courteous manner; operate equipment associated with the position and learn office methods, rules and policies.

TYPICAL EXAMPLES OF DUTIES

Perform health screening and assessments; analyze and interpret screening data.

Prepare written plans of care; assist clients in implementing care plans.

Participate in clinics (Women, Infant and Children; Immunization, screening).

Assist as needed in contagious disease reporting, medical follow-up, and education.

Assist in health promotion education in all age groups.

Administer vaccinations.

Schedule time, document activities, and maintain records.

Assist with the management and reporting requirements of various grants.

SELECTION CRITERIA

Knowledge, Skills and Abilities:

- Knowledge of theories, methods, and techniques of health promotion and education.
- Knowledge of the Principles and Practices underlying professional nursing techniques and nursing ethics.
- Knowledge of preventive measures in the maintenance of health in the community.
- Knowledge of the functions and resources of public and private agencies engaged in public health.
- Knowledge of current trends in maternal-child nursing and community health nursing.
- Knowledge of confidentiality regulations and WAC.
- Ability to take and interpret vital signs.
- Nursing assessment skills.
- Flexibility.
- Promoting preventative health activities that contribute to overall well-being.
- Ability to meet essential functions and non-technical essential functions.

EXPERIENCE, EDUCATION AND TRAINING

Valid license to practice as an RN in the State of Washington (Nurse II).

Valid license to practice as an LPN in the State of Washington (Nurse I).

Possession of a valid driver's license and a vehicle in good working order.