

**Walla Walla County  
Position Description**

**JOB TITLE:** Community Health Nurse B

**DEPARTMENT:** Community Health

**REPORTS TO:** Division Manager- Population Health

**PAY GRADE:** 6, Part-time or Full-time; Benefits May Apply

**JOB SUMMARY:** This nursing position performs comprehensive nursing services requiring independent professional judgment and carries additional responsibilities for working in programs i.e.: Maternal Child Health (MCH), STD, HIV, Tuberculosis, Communicable Disease, and Immunization. This position is expected to apply broad knowledge of the policies and procedures of public health nursing at Walla Walla Community Health Department, State and National Guidelines as well as the Registered Nurse Scope of Practice described in the Washington State Nurse Practice Act.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position. This individual works under the direction of the Division Manager-Population Health.

**ESSENTIAL FUNCTIONS:**

- Carry out specifically assigned programs and their requirements i.e.: MCH, Immunization, HIV, STD, TB, and Communicable Disease.
- Instruct and educate families/clients on health education matters.
- Participate as a member of the interdisciplinary team.
- Organize and provide educational in-services for staff and the community.
- Assess client and community needs, variances from prescribed programs and clinic problems as they arise.
- Performs nursing duties as approved by the Health Officer.
- Participates in planning, training, and operations during public health emergencies.
- Provides case management activities, which assist the family to access and utilize available community resources.

**EXAMPLE OF DUTIES:**

- Identify at risk children and families and refer for appropriate evaluation and intervention services.
- Participate in the selection process for personal health staff.
- Mentor nursing students and new community health personnel.
- Maintain order and daily cleanliness of immunization and exam rooms.
- Perform communicable disease investigations and epidemiology.
- Uses PHIMS to report diseases to the Washington Department of Health.
- Determines what immunizations are needed by children and adults and administers immunizations.
- Administers medications to individuals requiring prophylaxis for communicable diseases.
- Administers directly observed therapy to individuals with tuberculosis.
- Conducts examinations of individuals with suspected sexually transmitted diseases (STD).
- Provides appropriate therapy for individuals with confirmed STD.

- Performs examinations of individuals with potentially communicable conditions.
- Collects laboratory samples of blood, body fluids, other potentially infectious material, and feces for laboratory analysis.
- Conducts clinical laboratory analysis on certain samples.
- Conducts a travel clinic; determines necessary precautions and medications based upon travel routes; and administers immunizations, dispenses chemo prophylactic agents, and gives personal protection advice to potential international travelers.
- Maintain active immunization clinic and STD/HIV clinic when necessary.
- Follow through with phone education for clients and the public.
- Advocate and refer clients and the public to appropriate referral sites.
- Complete documentation and reports as required by any funding sources.
- Perform other duties as assigned.

**EQUIPMENT TO BE USED:** Standard office equipment including PC or computer workstation and related software, fax and photocopy machines, multi-line phone systems and cell phones will be utilized. Medical and laboratory equipment required during examinations, treatment, and diagnosis of conditions.

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:**

- Work will be performed both inside and outside of the Community Health Department and within the community at large. The County Jail and Juvenile Justice Center are an integral part of Community Health programs.
- Requires manual dexterity and visual acuity to operate personal computer and peripherals.
- Ability to drive an automobile, fly in an airplane and travel as required.
- Ability to lift and carry twenty-five to thirty (25-30) pounds.
- Requires sufficient hearing and speech ability to communicate verbally.
- Ability to tolerate environmental conditions such as odors, pets, and tobacco smoke.
- Ability to navigate uneven surfaces (i.e.: yards, unpaved walkways, driveways) or stairs to access client's homes.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of the principals and practices of Public Health Nursing, Washington State Nurse Practice Act, management, communicable disease control, epidemiology, and health education.
- Ability in standard office automation software; PHIMS, PHRED, SECURES, and public health data management software.
- Ability to write clear reports, organize materials and make effective oral presentations before groups to promote Public Health and the health of the community and work to develop needed community resources.
- Ability to communicate with clients.
- Knowledge of local community referral resources.
- Knowledge of principals of confidentiality.
- Ability to exercise initiative, tact, discretion, and judgment in carrying out work.
- Ability to work with multi-cultural, multi-lingual, and challenged individuals and families.
- Knowledge of interviewing and counseling techniques.
- Knowledgeable and understanding of foreign travel vaccine requirements.
- Knowledge of Standard Precautions and work around bloodborne pathogens.
- Ability to wear personal protective equipment and work around people with infectious diseases.

**EDUCATION AND EXPERIENCE:** A Bachelor of Science in Nursing and at least one (1) year of public health experience OR an Associate Degree in Nursing from an accredited school of Nursing with four (4) years of public health home visit experience working with infants, children and/or families. Experience working with children and youth with complex health conditions or disabilities preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Current in cardio-pulmonary resuscitation (CPR).
- A current valid Registered Nursing license for the State of Washington.
- Maintain a current driver's license and vehicle insurance.
- Access to a vehicle during work hours.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Must successfully pass a background check and a driving record check.
- Must not use tobacco products or smoke "electronic cigarettes".

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**