



Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇

◇ Tel: 828-649-3531 ◇ Fax: 828-649-9078 ◇

www.madisoncountyhealth.org

Tammy Cody, MHS
Health Director

Melissa Robinson, MD
Medical Director

Job Title: Temporary Public Health Nurse II (School Health Liaison)
Department: Madison County Health Department

Class : Professional
FLSA: Exempt

This job description supersedes any prior description for the Temp Public Health Nurse II (School Health Liaison) classification

GENERAL DESCRIPTION

Intermediate level professional nursing work in the coordination of COVID-19 screening, testing, and vaccine administration efforts, and in coordinating other school health/public health services. Duties are performed with a degree of independence within the framework of standard routines, policies, and procedures. Supervision is received from a Public Health Nursing Supervisor II, who reviews work through analysis of reports and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinate's school health efforts between the Health Department and all schools in the county.

Conducts ongoing evaluations of cooperative efforts and collaborates on needed changes.

Serves as the Health Department liaison for the School Health Nursing Program in all schools in the county.

Participates in the School Health Advisory Committee (SHAC).

Coordinates shared activities related to COVID-19 testing programs in schools and related response to test results and mitigation efforts.

Coordinates investigations and/or follow-up of other reportable communicable disease events.

Participates in procedure development for response to communicable disease outbreaks in schools.

Coordinates local media response in conjunction with school administration regarding communicable disease events and efforts in K-12 schools.

Provides Vaccine Information Statements (VIS) to schools and encourage on-site clinic opportunities.

Coordinates vaccine, medical supplies, and documentation supplies as needed for clinics when scheduled.

Assures completion of administration processes related to vaccines through data entry.

Coordinates the availability of OSHA-required vaccines for identified school staff through Health Department clinics and the billing of schools for required services.

Acts as a resource to the Lead Nurses/designees for OSHA Bloodborne Pathogens training and incidents in schools.

Job Title: Temporary Public Health Nurse II (School Health Liaison)

Page: 2

Includes local school nurses in educational and workshop opportunities related to school health program needs.

Ensures initial training and annual updates are provided for local school nurses on their duties regarding county disaster response.

Facilitates 'read only' access to the North Carolina Immunization Registry for county school nurses.

Ensures local school nurses have reviewed and signed the Health Department Annual Confidentiality Statement.

Acts as a resource in ensuring compliance with HIPAA and FERPA in coordinated activities.

OTHER JOB FUNCTIONS

Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge and skill in the application of nursing theory, practices, principles, and techniques employed in the field of public health.

Considerable knowledge of current social and economic problems relating to public health.

Considerable knowledge of available resources and organizations and the ability to coordinate these as needed.

Ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions.

Ability to secure the cooperation of clients, to elicit needed information, and to maintain effective working relationships with patients, representatives of resource agencies, and other employees.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and should be worn.

MINIMUM EXPERIENCE AND TRAINING

Graduation from an accredited four-year college or university with a B.S. Degree in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or graduation from an accredited school of professional nursing and two years professional nursing experience including one year in public health; or an equivalent combination of training and experience. Must be licensed to practice as a Registered Nurse by the North Carolina Board of Nursing. A valid driver's license may be required dependent upon the specific job responsibilities of the position.

CONDITIONS OF EMPLOYMENT

Each applicant who is tendered an offer for employment for any position with Madison County Health Department shall be tested for the use of the drugs specified in the agency

policy. Refusal to submit to testing shall be a basis for withdrawal of the conditional employment offer. Valid NC Driver's License and own transportation required. Criminal Background Check required.

APPLICATION PROCESS

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office, therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title. A NC State Application Form (PD 107) and college transcripts and current licensure may be submitted in person, by mail, email, or fax to:

Madison County Health Department
493 Medical Park Drive
Marshall, NC 28753
Attn: Kathy Price, Administrative Officer II
kprice@madisoncountync.gov
Fax: 828-649-9078
CLOSING DATE: Open Until Filled

AN EQUAL OPPORTUNITY EMPLOYER