

Public Health Nurse Manager (Communicable Disease TB/STI)

Position Summary:

The Public Health Nurse Manager (Communicable Disease TB/STI) is responsible for improving population health, focusing on prevention and the social determinants of health. This position manages and implements public health nursing for communities, families and individuals. This position ensures the provision of professional, quality public health nursing services in the health department's clinics.

Essential Duties:

- Develops, implements, evaluates, and modifies public health clinical programs.
- Assists in the development of policies, procedures and protocols.
- Schedules, coordinates, and monitors assigned clinic/public health programs.
- Collects, analyzes and interprets program data including statistical, narrative, and anecdotal reports.
- Evaluates staff efficiency and client service utilization.
- Ensures appropriate client referrals to local departments and/or social service agencies.
- Ensures compliance with regulations, procedures, and protocols,
- Ensures compliance with testing and universal precautions protocols.
- Ensures accurate documentation of each interaction/visit with clients or of the inability to complete a home, clinic, or phone visit.
- Develops and oversees documentation of all drugs and vaccines administered by department clinical staff as well as the results.
- Develops and maintains a resource file to include standing operation procedure for tuberculosis program.
- Maintains confidentiality of all client records in accordance with department policies and HIPAA requirements.
- Manages the provision of health education and materials at the request of residents or clients and provides on-site education to health and health-related groups.
- Coordinates and manages health education for TB patients and HIV/STD clients.
- Explains general procedures, regulations, standards, and program objectives to local health care personnel, government officials, private citizens, and other community partners to promote STD and HIV prevention and awareness and tuberculosis testing and treatment.
- Investigates complaints from clients regarding service received, determines the facts and circumstances of the complaint, and takes appropriate action to achieve a satisfactory resolution of the problem.
- Investigates animal bites to humans.
- Answers after-hours calls according to protocol.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.1. Describes factors that affect the health of a community.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.3. Collects quantitative and qualitative data.
- 1.4. Analyzes quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 3.2. Communicates with internal and external audiences.
- 3.3. Responds to information, misinformation, and disinformation.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 5.4. Collaborates with community members and organizations.
- 6.2. Applies public health sciences in delivering the 10 Essential Public Health Services.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.4. Engages in professional development.
- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals
- 7.12. Facilitates collaboration among individuals, groups, and organizations
- 7.13. Engages in performance management.

Qualifications:

- Bachelor's degree (BSN) in nursing, Master's degree in Nursing (MSN) preferred.
- Licensed Registered Nurse (RN), issued by the Pennsylvania State Board of Nursing.
- Four years community health care or public health experience.
- One year of clinical experience in a medical care program that has involved direct patient care such as taking vital signs, performing venipuncture, obtaining specimens, performing laboratory tests, and operating diagnostic equipment.
- Current CPR / First Aid certification.
- Bilingual (English/Spanish) ability a plus.

Required Knowledge, Skills, and Abilities:

- Knowledge of communicable diseases, including STIs and their treatment.
- Knowledge of general medical, adolescent, and pediatric diseases and conditions.
- Knowledge of laws and regulations governing nursing practices.
- Knowledge of theories, principles, and practices of nursing and their application in community health and clinic service settings.
- Knowledge of medical terminology and appropriate abbreviations.
- Skills in use of MS Office, databases, and on-line data management platforms.
- Verbal and written communication skills.
- Customer service skills.
- Organizational skills.
- Ability to work as a member of a team.
- Ability to interact appropriately and effectively with a wide range of people.
- Ability to maintain and handle confidential information.
- Ability to prepare and maintain good nursing records and reports.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Alternating between standing and sitting.
- Fine motor manipulation.
- Gross motor manipulation.
- Hearing.
- Keyboarding.
- Near visual acuity.
- Peripheral visual acuity.
- Reaching overhead or below.
- Sitting.
- Speaking.
- Walking or standing.

The Health Department is an equal opportunity employer.

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