

**POSITION DESCRIPTION  
COUNTY OF PORTER, INDIANA**

**POSITION:** Registered Nurse – Part Time  
**DEPARTMENT:** Health  
**DIVISION:** Nursing  
**JOB CATEGORY:** PAT (Professional, Administrative and Technical)  
**STATUS:** Part-time Hourly

**ESSENTIAL FUNCTIONS:**

Conducts various adult and children’s immunization clinics throughout Porter County and in the PCHD offices.

Tobacco Program nurse assisting the community with smoking prevention and cessation.

Promote coordinated care to children affected by lead poisoning, especially those with confirmed elevated blood lead levels (EBLLs).

Work to reduce environmental hazards supporting guidelines for lead-base paint hazard elimination resources, and facilitate measures to reduce lead-paint hazards.

Assists full-time staff with health screenings and Health Fairs throughout Porter County.

Assists with office health screenings as needed.

Assures proper cleanliness of clinic rooms, checks/records refrigerator and freezer temperatures daily. Reports out of range temps.

Attend training to strengthen their ability to assist their community to overcome any barrier to health care access based on each patients’ unique situation and challenges.

Attends in-service programs and professional education workshops/training seminars as required.

Assist the Immunization Coordinator with quality assurance for the Immunization Program.

Conducts adult immunization clinics as assigned.

Assists with TB testing as scheduled.

Performs data entry into related computer program.

**I. REQUIREMENTS:**

Active Indiana Registered Nurse License. Prefer 4 years of nursing experience.

Ability to be certified in TB testing and reading, and/or other areas as required for assigned operations.

Working knowledge of accepted principles and practices of Public Health Nursing with the ability to effectively screen individuals, assess needs and provide information, assistance, and appropriate referrals.

Ability to effectively communicate with members of the public and personal from a variety of other health related agencies, including being sensitive to professional ethics, race, gender cultural diversity, or disabilities.

Ability to examine and screen individuals requiring physical effort such as bending, stooping, lifting individuals or equipment.

Ability to continually update professional knowledge, attends educational workshops, and training as recommended.

Ability to maintain confidentiality of all department records and information.  
Computer skills.

Working knowledge of Microsoft word and related programs.

Ability to learn associated computer programs.

Possession of a valid driver's license and demonstrated safe driving record.

Ability to assess, screen, and treat individuals on site or off site, requiring physical effort such as bending, stooping, lifting individuals or equipment.

Ability to effectively communicate with members of the public and personnel from a variety of other health-related agencies, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to effectively prepare and present educational materials and maintain positive community support and public relations.

Ability to effectively conduct field visits and resolve related emergencies and problems as situations demand.

Ability to properly compile and accurately prepare files, documents, and reports as required.

Ability and flexibility to continually update professional knowledge, change standard procedures, and attend approved educational workshops and training seminars.

Ability to maintain confidentiality of all Department records and information, working knowledge of, and adherence to HIPAA principles.

Free of criminal charges.

Ability to perform medical tests and ability to work with medical equipment.

Ability to occasionally work hours other than regular work hours (8:30 am- 4:30 pm) to staff health fair, provide presentations, etc.

Available to respond to declared Porter County public health emergency 24/7/365.

Ability to perform capillary or venous draws, or willing to be trained to do so.

**II. DIFFICULTY OF WORK:**

Individual conducts public health programs and procedures in accordance with generally applicable guidelines and established procedures and requirements, exercising judgment to effectively monitor communicable diseases, assess and evaluate individuals, and provide information, counseling, treatment, assistance, and / or referrals accordingly. Incumbent's work involves a variety of nursing duties that include a broad range of individual situations and often require careful consideration of complex circumstances and multiple variables.

**III. RESPONSIBILITY:**

Individual executes health programs for the Porter County Health Department, including assessing, educating, testing, and treating individuals. Purposes and desired results of Individual's work are known, with unusual and / or sensitive problems discussed with Supervisors as needed. Work is reviewed for attainment of objectives and compliance with all applicable policies and procedures.

**IV. PERSONAL WORK RELATIONSHIPS:**

Individual maintains communication with PCHD colleagues, other health care providers, personnel from other government and regulating agencies, and members of the public for a variety of purposes, including organizing and implementing health programs, reporting and requesting information, interviewing, assessing, and treating individuals, and providing other assistance and education as needed. Reports directly to the Director of Nursing.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Individual works in the Health Department offices, homes, clinics, and other public or health related areas, exposed to health and physical concerns normally associated with public health nursing for the general public. Individual may be required to lift patients, transport heavy supplies and equipment, and drive in varying weather conditions.