

PUBLIC HEALTH NURSE

Bilingual Spanish/English

Note: Most Public Health Nurses work year-round during normal business hours. However, Alternative Work Schedules may also be available.

PURPOSE: Public Health Nurses assigned to the Team Nursing Unit of the Maternal and Child Health Division in the City of Milwaukee Health Department (MHD) engage in a variety of population-based and individual nursing activities in homes, schools, clinics and community settings designed to assure that health care is accessible and available to residents. While the majority of the positions are dedicated to maternal and child health care outcomes, additional employment opportunities in more specialized nursing assignments may also be available. These include Adolescent Community Health, Communicable and Infectious Disease, Home Environmental Health, Immunization, and Women's HIV Program. The person in this position is responsible for providing client services in both English and Spanish.

ESSENTIAL FUNCTIONS:

HOME VISITING / CASE MANAGEMENT

- Provide Public Health Nursing case management of the maternal and child population and referrals received from hospitals, HMOs, social agencies, and others;
- Complete developmental screening and assessments of client's physical, social, psychological, and environmental health status;
- Provide counseling for primary, secondary and tertiary health problems;
- Refer client/family to appropriate community resources;
- Investigate cases of reported or suspected communicable disease;
- Teach preventive and/or control measures to contacts of a communicable disease;
- Collaborate with private care providers, allied professionals, and other MHD personnel regarding needs of cases under nursing case management;
- Develop and implement a case management plan for resolution of assessed client/family needs;
- Document nursing case management according to the *ANA Standards of Clinical Practice*, following MHD policy;
- Provide case management consultation and direction to other team members;
- Assess community needs for input into MHD programs.

CLINIC SERVICE

- Complete history and physical assessment of clients as needed;
- Counsel clients as appropriate, related to services provided;
- Provide appropriate screening tests as indicated;
- Identify needs and initiate written referrals to private care providers, social service agencies, Public Health Nurses, and other agencies;
- Administer immunizations based on MHD policy to specified populations.

OTHER RESPONSIBILITIES

- Participate in the orientation training of other Public Health staff;
- Conduct health education classes to groups;
- Participate in the coordination and/or administration of services in health centers or special programs;
- Function as a member of the multidisciplinary Public Health team through participation on Department and/or Division committees, by representing the MHD in professional organizations supporting the Department's goals, outcomes and strategies;
- Assume Team Leader role as determined by the supervisor;
- Assist in the mentoring of other professionals demonstrating Public Health nursing skills emphasizing the role of public health in the community;
- Respond to Public Health emergencies as assigned;
- Oversee activities of paraprofessional personnel to insure quality customer service and accurate, safe screening techniques;
- Participate in case management service delivery including documentation and billing; and

- Perform other duties as may be assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor of Science Degree in Nursing (BSN) from an accredited nursing program. *(Note: Students in their final year in school may participate in the selection process but may not be hired until the degree has been completed.)*

NOTE: Transcripts to date must accompany application form. Applications will not be considered unless transcripts are received. Unofficial copies of transcripts are acceptable.

2. Current permit or license to practice professional nursing in Wisconsin OR eligibility to receive such permit or license. License must be maintained throughout employment.
3. **Fluency in reading, writing, and speaking both Spanish and English.**
4. Ability to lift and/or move up to 25 pounds.
5. Valid Wisconsin driver's license at time of appointment and throughout employment
6. Residence in the City of Milwaukee within six months of appointment and throughout employment.
7. Properly insured personal vehicle for use on the job is required. Mileage reimbursement is provided.

KNOWLEDGE AND SKILLS REQUIRED:

1. Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, the public, various City of Milwaukee officials, and other agencies.
2. Ability to provide services in a culturally sensitive manner and ability to maintain confidentiality.
3. Ability to work under pressure and handle multiple and changing priorities.
4. Effective interpersonal and oral and written communication skills.
5. Excellent problem solving skills and ability to exercise independent judgment.

THE CURRENT SALARY RANGE (666) IS: \$43,182 to \$53,026 annually with excellent benefits. Hiring rate is between \$43,182 and \$48,574 commensurate with experience.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuous recruitment. Applications will be accepted and interviews held during **2008** as often as required to meet the needs of the City. Employment may be possible immediately following the examination if positions are vacant at that time. The names of successful candidates will be placed on the eligible list in a rank determined by the final grade without reference to the date of the examination. The eligible list may be abolished every four months. Candidates may take an examination for this position only once every six months.