



Ho-Chunk Nation

Job Description



TITLE: Public Health Nurse		JOB CODE: PBHN
GOVERNMENT-EMPLOYEE		EEO: 3
Exempt	Flex	FUNDING SOURCE: IHS/Health 3 rd Party Rev
		NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

"All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K"

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

Under direct supervisor of Public Health Nurse Supervisor, Public Health Nurse works as part of a multidisciplinary team in a public health setting providing public healthcare services to Native Americans, employees of the Ho-Chunk Nation, and their families. Nursing actions are directed toward the goals of prevention, risk reduction and health status improvement for individuals, families and communities. Public Health Nurses participate in the education of other professional and community group and collaborate with tribal and non-tribal partners to promote the health of a population.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Performs individual, family and community assessments on daily basis.
2. Collaborates effectively in development and delivery of programs and activities that promote health and prevent disease on daily basis.
3. Provides education and counseling that is adapted to the client's unique needs daily.
4. Develops and implements plan of care/action plan with client, family, and/or community group daily.
5. Maintain a safe, clean, efficient, and pleasant environment for optimum patient well-being on a daily basis.
6. Collaborates in Ho-Chunk Nation Department of Health community health assessment and health improvement planning and intervention activities including strategic planning and quality improvement quarterly.
7. Actively works with Ho-Chunk Nation Department of Health Public Health Accreditation Committee to achieve and maintain Public Health Accreditation.
8. Actively works with epidemiologist to create and distribute Ho-Chunk Nation public health reports and updates.
9. Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities in all 6 health locations.
10. Participates in the appropriate and effective community outreach on Department programs and services weekly.
11. Provide immunization clinics and screenings to promote health and wellness within the community through health fairs and community events annually.
12. Contributes to establishing and achieving grant and community-based improvement goals, objectives and outcomes daily.
13. Assists with the collection, reporting and analyzing of data to help drive effective and efficient programs.
14. Participates in the development and implementation of activities related to Department Strategic Plan monthly.
15. Applies strategies for continuous quality improvement at least quarterly.



16. Will precept, mentor, advise and coach student nurses or new health staff on an as needed basis.
17. Completes and submits monthly reports to supervisor monthly.
18. Other duties as assigned by supervisor.

JOB RESPONSIBILITY

Job Reports to	Community Health Director
Leadership Accountability	Implements operating plans, develops strategic plans and interprets policy
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Operates with significant independence and subject to general input and regular review from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Baccalaureate's degree in Nursing is required; will accept Graduate Nurse with obtaining Registered Nurse license within 6 month of employment.
2. Possess a current State of Wisconsin RN license or Graduate Nurse in good standing.

ESSENTIAL:

1. Comprehensive knowledge of basic public health nursing principles and practices.
2. Knowledge of the use of community resources as well as public health nursing practices.
3. Possess Cardiopulmonary Resuscitation (CPR) certification or obtain within 90 days of hire.
4. Possess a valid driver's license, dependable transportation, and proof of auto insurance.

EXPERIENCE:

1. Preferred one (1) year of nursing experience.
2. Possess basic computer skills and be comfortable using Electronic Health Records.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to work within the Wisconsin State Nursing Scope of Practice.
2. Knowledge of the core functions and essential services of public health in addition to current public health nursing principles and processes.
3. Coordinates with medical providers, social workers and other agencies and groups within the community for the purpose of providing comprehensive services.
4. Develop strategic plans and assists with data collection, reporting and analyzation of data.
5. Perform individual, family and community assessments.
6. Develop plan of care/action plan with client, family or community group.
7. Provides prevention and control of communicable diseases.
8. Provides community education that is adapted by the needs of each individual community.
9. Contributes to performance measures and process improvement to improve quality.
10. Responds to regular and proactive public communications with stakeholders and general public.



11. Applies strategies for continuous quality improvement.
12. Participates in required emergency preparedness training to support public health preparedness and emergency response efforts. This may require non-traditional work schedule.
13. Ability to communicate and work well with others.
14. Ability to work independently and demonstrate capacity to educate others.
15. Ability to lead and promote a healthy, non-abusive lifestyle.
16. Ability to work within a diverse cultural population.
17. Must maintain patient confidentiality in accordance with the Privacy Act/HIPAA.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Serves as the Public Health Officer for Public Health Accreditation for the Ho-Chunk Nation.
3. Follows Employee Relations Act and all Policy and Procedures assigned during orientation or throughout employment.
4. Knowledge and respect of Ho-Chunk Nation culture, traditions, and community concerns.
5. Inquire from supervisor as needed to receive appropriate training and counseling prior to acceptance of assignments in order to ensure safety and understanding.
6. Proficiency in problem solving, conflict resolution, decision making, critical and analytical thinking skills.
7. Proficiency in communicating in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.
8. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment.

WORKING CONDITIONS

1. General office setting within the department facilities as well as community sites.
2. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals.
3. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
4. Traveling is a necessity.
5. Potential exposure to hazardous and bio-hazardous material.
6. Requires use of personal protective equipment
7. See physical demands of the position listed on the Physical Demands Worksheet.