

NORTHAMPTON COUNTY HEALTH DEPARTMENT  
NOTIFICATION OF VACANCY

Department: Northampton County Health Department

Position Title: School Health Liaison – PHN II (RN)

Position Grade: 72

Normal Salary Range: \$46,929.00 - \$49,306.00

Posting Date: 09/21/2021

Contact: Cheryl Warren

Deadline for Applying: **until filled**

See attached for detailed job description.

Mail applications to: Northampton County Health Department  
P.O. Box 635  
Jackson, NC 27845

**MUST SUBMIT STATE APPLICATION PD 107**

Northampton County is An Equal Opportunity Employer and Hires Only U.S. Citizens and Lawfully Admitted Aliens.  
Northampton County Is A Drug-Free Workplace. All Candidates Will Be Subject to Background Checks/Drug Testing as A  
Condition of Employment.

Position #: 511-50-

PHN II – ELC School Health Liaison

A. Job Description

A. Primary Purpose of Organizational Unit:

To provide nursing care, case management and counseling for promotion of health and prevention of disease in the clinic, home and community settings. To practice evidence-based Public Health Nursing to promote the health of individuals, families and groups.

B. Primary Purpose of Position:

To provide an additional layer of prevention to protect students, teachers, and staff and slow the spread of SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19).

C. Work Schedule:

Monday-Friday 8:30-5:00. After hours and weekend, work may be necessary for completion of clinics, to provide education services for the community, meetings, or health screenings.

In the event of a disaster or emergency situation (e.g., hurricanes, flood, severe winter storms, widespread damage or human suffering) affecting any community in Northampton County, employee shall perform after hours' duties and special assignments as directed by his/her supervisor or by the Health Director whether or not such duties or assignments are related to the employee's regular duties.

B. Description of Responsibilities and Duties

A. Management Responsibilities:

1. Coordinate school health efforts between Northampton County Health Department and all of Northampton County Schools.
2. Conduct ongoing evaluation of cooperative efforts and collaborate on needed changes.
3. Serve as the Northampton County Health Department liaison for the School Health Nursing Program in all Northampton County schools.
4. Participate on the LEA School Health Advisory Committee (SHAC).

B. Communicable Disease

1. Coordinate shared activities related to COVID-19 testing programs in schools and related response to test results and mitigation efforts.
2. Coordinate investigation and/or follow-up of other reportable communicable disease events.
3. Participate in procedure development for response to communicable disease outbreaks in schools.
4. Coordinate local media response in conjunction with school administration regarding communicable disease events and efforts in K-12 schools.

C. School Site Vaccine Administration Opportunities

1. Provide Vaccine Information Statements (VIS) to schools and encourage on-site clinic opportunities.
2. Coordinate vaccine, medical supplies, and documentation supplies as needed for clinics when scheduled.
3. Assure completion of administration processes related to vaccines through data entry.

D. OSHA Compliance Program

1. Coordinate the availability of OSHA-required vaccines for identified school staff through LHD clinics and the billing of LEA for required services.
2. Act as a resource to the Lead Nurses/designees for OSHA Blood Born Pathogens training and incidents in schools.

E. Professional Development

1. Include local school nurses in educational and workshop opportunities related to school health program needs.
2. Ensure initial training and annual updates are provided for local school nurses on their duties regarding county disaster response as defined in the Memorandum of Agreements reference in the Attachment A., Paragraph B of the Agreement Addendum for FY22: 351 Child Health.

F. Privacy Protection

1. Facilitate "read only" access to the North Carolina Immunization Registry for county school nurses.
2. Ensure local school nurses have reviewed and signed the LHD Annual Confidentiality Statement.
3. Act as a resource in ensuring compliance with HIPAA and FERPA in coordinated activities.

C. Additional Responsibilities:

1. Works the following programs as assigned by clinical nurse supervisor: Family Planning, Child Health, and General Clinic.
2. Perform laboratory duties, maintaining proficiency in venipuncture and capillary sticks for in-house testing and reading wet preps under a microscope.
3. Administers Immunizations in clinics and assists other nursing staff in vaccination including Influenza in the county assisted living facilities.
4. Accurately record contracting physician time and forward to Clinical Nursing Supervisor.
5. Accepts any reasonable assignment from Clinical Nursing Supervisor or LPHA I.

D. Other Position Characteristics:

A. Accuracy Required in Work:

Provides public health nursing services in a manner consistent with laws and regulations. The General Assembly of North Carolina requires a mandatory licensure of all who engage in the practice of nursing to ensure minimum standards of competency and to provide safe nursing. The NC Board of Nursing monitors nursing standards, professional conduct and nursing

competence. The Board has the authority to take action if any charges of neglect of duty have occurred by a nurse.

B. Consequence of Error

The effects of an error in nursing can be pronounced due to the variability from a documentation error to loss of life. The consequence of the error made by the nurse may result in an action of a minor reprimand or as severe as a law suit against the county and/or employee

C. Instructions Provided to Employee:

The employee is provided with a period for orientation and training necessary for the duties and responsibilities of the job. Written job descriptions and ongoing verbal instructions are provided. Consultation with clinical nurse supervisor, health director and the LPHA I is available.

D. Guides, Regulations, Policies and References Used by Employee:

The nurse complies with the requirements of patient confidentiality and human subject protection. The nurse provides public health nursing services in a manner consistent with laws and regulations. Written policies and procedures are in place for each clinical program. The nurse is oriented to policies upon employment and notified as they are updated. Specific written guides include ACOG Guidelines, Family Planning Manual, CDC Guidelines, Health Department Manual, ACIP Guidelines, Breast Manual, Cervical Screening Manual, and Northampton County Personnel Policy.

E. Supervision Received by Employee:

The employee is under the direct supervision of the clinical supervisor; consultation with the health director and LPHA I is also available. Work is reviewed by various means: ongoing observation, review of completed task, annual performance evaluations.

F. Variety and Purpose of Personal Contacts:

Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals. Applies basic human relations and conflict management skills in interactions with peers and other health care team members. Adapts public health nursing care to individuals, families, and groups based on cultural needs and differences. Communicates effectively in writing, orally, and electronically. Communicates in a culturally responsive and relevant manner. Communications are characterized by critical thinking.

G. Physical Effort:

Physical effort is required in performing clinical duties. Some of these efforts include writing, walking, bending, and standing, lifting children and talking to clients. The nurse must have verbal articulation, writing and typing abilities when performing the duties and responsibilities.

H. Work Environment and Conditions:

The health department provides non-acute care to patients. The main responsibilities and duties will occur within the health department except for workshops outside the health dept. and satellite clinics and the need to make

home visits. The greatest hazard within the health department is exposure to body fluids. Universal precautions are mandated by OSHA and are to be used by each employee when handling body fluids. Hepatitis B vaccine is also provided for each employee at risk.

I. Machines, Tools, Instruments, Equipment and Materials Used:

Telephone, printer/copier/fax, computer for data entry, email and web access, NST machine, blood pressure cuff, stethoscope, Doppler, oto/ophthalmoscope, scales, height board, automobile, watch w/second hand; needles/syringes; incubator; vaginal speculum; GC plates, wet mount tubes, Chlamydia culture, B-Strep culture, measuring tapes for fundal height, computer.

J. Visual Attention, Mental Concentration and Manipulative Skills:

Visual accuracy is needed to view computer screen, data entry, writing and patient assessment. Intense mental concentration is paramount when providing and coordinating nursing care.

K. Safety for Others:

Possible exposure to blood borne pathogens is possible hazard when working within the health dept. OSHA guidelines are in place according to job classifications and exposure categories to promote staff compliance. These guidelines promote safety for the patient as well as staff.

L. Dynamics of Work:

The nurse incorporates public health and nursing science in the delivery of care to individuals, families, and groups. Demonstrates culturally appropriate public health nursing practice with individuals, families, groups, and community members. Contributes to promoting culturally responsive work environment. Supports public health policies, programs, and resources.

Knowledge, Skills and Abilities and Training & Experience Requirements:

M. Knowledge, Skills and Abilities:

Considerable knowledge of and skill in the application of nursing theory, practices, principles and techniques employed in the field of public health and related programs; considerable knowledge of and ability to apply the principles and practices of public health; considerable knowledge of available resources and organizations and the ability to coordinate these as needed; general knowledge of current social and economic problems relating to public health. Ability to plan, coordinate and supervise the work of others; 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; ability to record accurately services rendered and to interpret and explain records, reports and medical instructions. Maintains personal commitment to lifelong learning and professional development.

N. Minimum Education and Experience:

Graduation from a four-year college or university with a BS 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 of professional nursing experience including one year in public health; or an equivalent combination of education and experience.

O. Additional Training and Experience:

Principles and Practice of Public Health if indicated, CPR, and Incident Command/NIMS courses. Uses individual, team, and organizational learning opportunities for personal and professional development as a public health nurse. Maintains personal commitment to lifelong learning and professional development. Equivalent Training and Experience: An equivalent combination of education and experience.

P. License or Certification Required by Statute or Regulation:

License to practice as a registered nurse in North Carolina by the NC Board of Nursing. Valid NC Driver's License.

PHN II

09/21/2021