



## Position Recruitment Notification For Internal & External Candidates

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**Job Classification:** Public Health Nurse

**Department/Division:** Health Department  
**Employment Status:** Full-time  
**Annual Salary/Grade:** \$70,000/Grade 10  
**FLSA:** Exempt  
**Union:** N/A  
**Employment Commission:** N/A

**Deadline for Application:** Open until filled

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### POSITION SUMMARY:

This is a single class position responsible for managing a community approach to health care. The professional in this position is responsible for a variety of tasks including; management of Family Case Management and grant deliverables; promoting a safe health care environment; providing professional public health nursing services including health education and promotion which includes disseminating information, making referrals, and counseling as well as managing caseloads, and performing a variety of tasks relative to assigned area of responsibility.

### INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



## **PUBLIC HEALTH NURSE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

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### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class in the Public Health Nursing series. Employees within this class perform the full range of duties assigned including providing professional nursing services. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are required to be fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Public Health Director.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Provide professional nursing services including health education, counseling and referral for testing and/or treatment.
2. Conduct a comprehensive communicable disease control program; review Illinois-National Electronic Disease Surveillance system regularly, report, monitor and investigate communicable disease; provide follow-up and consultation to patients, schools, physicians and day care centers as needed.
3. Provide for HIV prevention services to targeted populations of individuals living with or at high risk for HIV.
4. Provide Family Case Management services through comprehensive needs assessment of client needs, linkage with Medicaid and primary care, referrals for assistance with identified medical and social needs, coordination of care, home visits, development of individualized care plans and participating in a system building community network to enhance services for pregnant women and infants.



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5. Manage childhood lead program including managing incoming child lead tests, case management and social service referrals, home visits, referral for environmental investigation for lead risk assessment and medical management referral, education and outreach and record keeping.
6. Complete home visits as needed in conjunction with other Village Departments and Village social service agencies to provide nursing consultation as needed.
7. Assist in coordinating community clinic activities including setting up clinic sites and ensuring that the necessary equipment is available; coordinate clinic activities with other Village personnel and service providers.
8. Collaborates with other emergency management personnel and local, state or federal officials when preparing for, responding to, or recovering from disasters; develops liaisons and provides support to, and with, other agencies or organizations involved in developing disaster preparedness programs, and to ensure the facilitation of programs in the event of natural or manmade disasters.

### **Other important duties and responsibilities:**

- Stay abreast of new trends and innovations in the field of public health nursing.
- Maintain accurate records on daily activities; input information into the computer.
- Perform related duties and responsibilities as required.
- Must have a high level of cultural competence

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of public health nursing.

Diseases and social conditions as they apply to public health nursing.

Universal precautions and infection control practices.

Community resources related to health and social services.

Knowledge of computers and software required of position.

Pertinent Federal, State, and local health laws, codes and regulations.



## **PUBLIC HEALTH NURSE**

### **Ability to:**

Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Interpret and explain health care policies and procedures.

Counsel patients on a variety of health-related issues.

Provide responsible health and nursing care, including health education.

Respond to emergency situations.

Document code enforcement and inspection activities.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including Village officials, businesses, health care organizations and the general public.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Lifting up to 25 lbs.*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities
- Maintain reasonable and predictable attendance
- Attend meetings and functions before and after regularly scheduled work hours

### **REQUIRED EXPERIENCE AND TRAINING:**

**Experience:** Two years of responsible experience in public health nursing.

**AND**



## **PUBLIC HEALTH NURSE**

**Training:** Possession of a Bachelor's degree in Nursing from an accredited college or university.

**AND**

**License or Certificate:** Possession of a valid State of Illinois Nurse Registration.

Must have a valid State of Illinois Driver's License and proof of insurance.

This role is classified as a healthcare worker under Governor Pritzker's executive order 2021-20. As such, vaccination is required.

### **WORKING CONDITIONS**

Exposure to a variety of infectious diseases; traveling for home visits, meetings and inspections; standing for extended periods of time; lifting up to 25 lbs. May be required to work some weekends and after hours for meetings and events.