



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

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Notice of Job Vacancy

DATE: March 25, 2021

POSITION: *Public Health Nurse - CD/Immunizations Staff Nurse*

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time
M-F– 8:30 a.m. – 4:30 p.m.
Except two Thursdays each month 11am-7pm

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job descriptions.

DESIRED REQUIREMENTS: Current Illinois License as a Registered Nurse. Must have a valid driver's license and proof of insurance.

TESTING REQUIRED: None required

STARTING SALARY: \$43,411

APPLICATION PERIODS: March 25 - 31, 2021 (Internal)
April 1, 2021 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.

Vermilion County Health Department

Job Description: 03/16/2021

Staff RN/Public Health Nurse - Communicable Disease and Immunizations

Supervisor: Nurse Coordinator - Communicable Disease and Immunizations

Distinguishing Features of Work:

With specific direction and routine supervision from the Nurse Coordinator - Communicable Disease and Immunizations, performs duties of a highly professional nature in the area of communicable disease investigation/intervention and immunization programs. Other program areas include tuberculosis, and sexually transmitted diseases. This employee provides direct services and assures compliance with regulatory procedures established for immunizations, epidemiological investigations and communicable disease control protocols which may include direct observed therapy, isolation and quarantine orders. This position is a professional job that requires the employee to exercise appropriate discretion and judgement in the performance of the assigned duties and responsibilities.

Basic Duties and Responsibilities:

- Implements required procedures used in the application of laws, policies and regulations pertaining to communicable disease (including HIV/STD surveillance), immunization, and tuberculosis programs.
- Collects information concerning the incidence and sources of communicable disease; applies investigative techniques and procedures used in tracing the sources of disease.
- Facilitates cooperation with laboratories, clinics, hospitals and physicians' offices in disease detection reporting and immunization.
- Assists in the research and compiling of statistics regarding the incidence of communicable disease and the prevailing immunization levels within a community or area.
- Assists in the evaluation of data which has been collected in relation to an investigation, study or survey.
- Accepts progressively responsible assignments in the detection, isolation and control of various communicable diseases.
- Conducts epidemiological investigations on cases and suspected cases of communicable disease; locates and refers patients to appropriate diagnostic facilities for proper medical follow-up.
- Assists in performing a variety of informational and educational activities involved in the control of communicable disease; assists in preparing and presenting lectures on communicable disease to school groups and the general public; also includes acting as a resource person for in-service education and training programs for VCHD staff.
- Assists with maintaining agency requirements for OSHA, Safety Data Sheets and the Respiratory Protection program and assists with compliance training for staff for these areas.

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- Assists with the supervision of volunteer workers helping in communicable disease activities; may help supervise, train and guide subordinate personnel working in the same communicable disease control program or in a separate parallel program.
- Assists in public health emergency planning, preparedness and response activities, including all-hazard events, emergency medication distribution (SNS), and mass vaccination events.
- Assists in organizing mass immunization clinics: encourages and coordinates participation of local medical personnel in endorsing and assisting clinic operations; gives inoculations as required under the standing or specific medical orders.
- Maintains compliance with the participation and reporting requirements with the Illinois National Electronic Disease Surveillance System (INEDSS), Cornerstone/V-Stone & I-CARE state reporting systems.
- Performs TB screenings; monitors medications ordered by the tuberculosis clinician; completes required programming reports.
- Performs home visits as indicated, including but not limited to, client follow-up and Direct Observational Therapy (DOT).
- Facilitates effective working relationships with a variety of community and governmental agencies including professional individuals and associations.
- Performs other duties as required or assigned.

Required Education and Experience:

- Requires certification of graduation from a school of nursing approved by the Department of Professional Regulation; and,
- Requires a current Illinois license as a Registered Nurse by examination; and,
- At least two years of full-time nursing experience (experience directly related to assigned program, i.e., infection control, immunization, Tuberculosis and medical-surgical is helpful/preferred); or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- Preference may be considered for persons qualified as a Public Health Nurse or with a BSN.
- Requires completion of any required communicable disease control training course(s) within the first six months in this job or as soon as the required training course(s) is available.

Required Skills, Knowledge and Abilities:

- Requires the ability to implement the nursing process.
- Requires the ability to make independent clinical judgement in the program area and assist staff with clinical aspects of care.
- Requires the ability to communicate well and establish effective working relationships with staff and supervisors, as well as the general public.

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- Requires the ability to provide educational instruction to staff relating to clinical aspects of care.
- Requires familiarity with the medical-legal aspects of public health nursing.
- Requires working knowledge of professional nursing theory and practices.
- Requires the ability to keep records and charts and make reports and observations.
- Requires the ability to apply general nursing techniques and practices.
- Requires the ability to follow verbal and written direction and administer therapeutic prescriptions.
- Requires the ability to communicate clearly and concisely, both orally and in writing.
- Requires the ability to perform basic computer functions, utilizing State documentation systems, i.e., Cornerstone/V-Stone, INEDSS and I-CARE.
- Requires the ability to respect and adapt readily to a diverse variety of complicated patient care situations.
- Requires the ability to make home visits as needed (including but not limited to, client follow-up and Direct Observation Therapy)
- Requires the ability to complete records and charts and make reports and observations in a timely manner.
- Requires the ability to carry out investigations of communicable diseases following laws, policies and regulations pertaining to communicable diseases.
- Requires knowledge of reportable disease for effective control of communicable diseases, including procedures required for detection and elimination of various diseases.
- Requires the ability to collect and submit specimens to laboratories as required for communicable disease detection.
 - a. Blood specimens
 - b. Stool specimens
 - c. Sputum specimens
 - d. Nasal/Oral Swab specimens
- Requires the ability to establish and maintain effective working relationship with medical providers in the community and state laboratory facilities.
- Requires familiarity with the medical-legal aspects of public health nursing.
- Requires ability to read, analyze and interpret common scientific and technical journals and legal documents.
- Requires working knowledge of professional nursing theory and practices and apply general nursing techniques and practices.
- Requires the knowledge of medications given for tuberculosis infection and disease and the administration of medication.
- Requires the knowledge of vaccination schedules and knowledge of proper techniques for administering vaccines to infants, children and adults.

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- Requires the ability to recognize vaccine reactions and contradictions to vaccine administration.
- Requires the ability to order and to be accountable for vaccines and other medication given in the Immunization/ Communicable Disease/ Tuberculosis programs.
- Requires the ability to administer and evaluate TB skin tests.
- Requires the ability to order and maintain current forms used in all program areas.
- Requires the ability to be articulate and professional when communicating with the general public.
- Requires the ability to speak, read and write in English.
- Requires excellent organizational skills
- Requires the ability to handle confidential information with discretion and professionalism.
- Requires basic computer skills, including word processing and data entry.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all clients or patient records, as well as the confidentiality and/or privacy of co-workers records.
- Requires the delivery of all services in a tolerant, objective, and consistent manner.
- Requires the ability to stand, walk, stoop, bend, use hands, fingers, handle, reach with hands & arms, perform fine motor skills, talk and hear. Specific vision abilities required by this job include ability to adjust focus. The employee must occasionally lift and/or move 10-25 pounds.
- The noise level in the work environment may be at times moderately noisy.
- Occasionally requires repetitive hand motion.
- All required licenses must be maintained in an active status without suspension or revocation through employment.
- Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
- Requires a valid driver's license and current proof of vehicular insurance.
- Requires a reliable motor vehicle for work related travel. Travel may include travel to trainings, conferences, meetings and client homes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.