



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

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Notice of Job Vacancy

DATE: August 29, 2024

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

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job description

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

STARTING SALARY: \$53,000 - \$58,000

APPLICATION PERIODS: August 29, 2024 – 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
EEO 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: 08/26/2024

Staff RN/Public Health Nurse - Communicable Disease and Immunizations

Supervisor: Nursing Supervisor - Communicable Diseases and Immunizations

Distinguishing Features of Work:

With specific direction and routine supervision from the Nursing Supervisor - 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, sexually transmitted diseases and lead monitoring/investigations. This position 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.

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, tuberculosis and lead 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.
- 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.
- 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.
- 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 Disease Surveillance System (IDSS), & Illinois Comprehensive Automated Immunizations Registry 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, lead monitoring/inspection and Direct Observational Therapy (DOT).
- Performs other duties as required or assigned.
- This position is under the direct supervision of the Nursing Supervisor – Communicable Diseases and Immunizations and will be located on 200 South College Street, Suite A, Danville, IL 61832.

Incumbent may be required to work before, during and/or beyond normal work hours or days in the event of an emergency. Emergency duty required of the Incumbent includes working in special needs or Red Cross shelters, or performing other emergency duties including, but not limited to, response to or threats involving any disaster or threat of disaster, man-made or natural. All employees are to complete mandatory training and health screenings within the required timeframe, as deemed necessary by the Department.

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.
- Preference may be considered for people qualified as a Public Health Nurse or with a BSN.
- 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.
- 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.

Knowledge, Skills, and Abilities:

- Familiarity with the medical-legal aspects of public health nursing, preferred.
- 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 working knowledge of professional nursing theory and practices and apply general nursing techniques and practices.

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.
- All required licenses must be maintained in an active status without suspension or revocation through employment.
- 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 training courses, conferences, meetings and client homes.

Work Environment:

These jobs generally operate in a professional or clinical office environment. These jobs may routinely require the use of specialized health or physical assessment equipment, such as, lancets, syringes, needles, and vacutainers and/or standard office equipment, such as, computers, printers, photocopiers, telephones, filing cabinets and fax machines.

Physical Demands:

These jobs are largely sedentary; however, some work activities may occasionally require significant body movement. This required body movement may include bending, kneeling, stooping or lifting 40 pounds. These jobs also require the ability to sense, detect, and identify medical and/or nutritional conditions, as well as the ability to communicate and exchange information regarding all aspects of these jobs.

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of this position.

Incumbent Signature:

Date:

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Discussed with Employee: Yes..... No.....

Supervisor Signature: Date:

Approval of the Administrator and Health Officer:

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Date:

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