

Public Health Nurse – Vaccines Limited Term Employee (LTE)

Are you interested in using your nursing skills to earn extra money for the holidays? Come work a leading public health department and you will contribute to our mission to protect, nurture, and advance the health of our community. The Oneida County Health Department is working hard to achieve a vision of health equity, one in which the community is thriving and all people have what they need to be healthy.

Oneida County Health Department (OCHD) is recruiting for a Public Health Nurse-LTE.

Role: The Public Health Nurse-LTE will be joining the OCHD team to help administer Influenza and COVID-19 vaccinations at our 100 W. Keenan Street location as well as various clinics throughout the community.

Work hours: This position will run from September 11th, 2023 to October 31st, 2023. Hours will be between 20-40 hours per week, with hired applicants getting to choose how many weekly hours they wish to work. The majority of the hours are worked during the weekdays between the hours of 8am-5pm with some occasional Saturdays. Hours can be flexible. Please call Jenni at 715-369-6153 for further information.

Required Qualifications: Registered nurse licensure through the State of Wisconsin. Experience vaccinating individuals of all ages.

Compensation and Benefits: Position starting at \$35 per hour or more based on experience. No benefits are provided with this position.

Complete job description and **required** Oneida County application are available at www.co.oneida.wi.us under the Employment tab. Completed application and resume should be mailed to Oneida County LRES, P.O. Box 400, Rhineland, WI 54501 or emailed to jueneburg@co.oneida.wi.us.

Applications will be accepted until positions are filled.

Oneida County is an Equal Opportunity Employer

Oneida County

JOB DESCRIPTION

JOB TITLE: Public Health Nurse

DEPARTMENT: Health

Reports To: Public Health Director and Supervisor

FLSA Status: Non-exempt*Per internal FLSA Audit 7/2022

Prepared By: Linda Conlon

Prepared Date: August 2023

Approved By: Lisa Charbarneau

Approved Date: August 2023

GENERAL SUMMARY:

The Public Health Nurse will work with the community to provide Influenza and COVID vaccinations to community members of all ages.

STRATEGIC PLAN:

The success in strategic planning, implementation, execution and evaluation depends upon all staff commitment; ensuring the fulfillment of its goals and objectives. The mission of the health department is to protect, nurture and advance the health of our community. The vision is embracing change, partnerships and best practices to lead Oneida County to a healthy future. Linking daily actions to both the mission and vision is essential in providing high quality services to our community. Functions with a * are directly linked to our strategic plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under general supervision and/or as part of various workgroups and teams, the Public Health Nurse performs the following essential functions within the framework of Oneida County Health Department's provision of the core functions and essential services of public health:

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Wisconsin Registered Nurse Licensure
- CPR certification
- Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge and Skills:

- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Knowledge of relevant OSHA standards.
- Knowledge of current recommendations of the Advisory Committee on Immunization Practices (ACIP) for vaccination of infants, children and adults
- Demonstrates knowledge of ACIP guidelines to determine which immunizations are needed for an individual based on individual demographics and medical history
- Demonstrates knowledge of administration of immunizations to infants, children and adults
- Demonstrates ability to maintain working relationships with diverse populations and cultures; ability to engage clients and families in a care plan.
- Demonstrates ability to work collaboratively with multidisciplinary teams to improve patient outcomes.
- Demonstrates communication skills (oral and written).

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin law.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office setting in health department facilities, as well as community sites including clients' homes and workplaces.

Work performed in the community is sometimes subject to conditions that range 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, chemicals and animals.

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.

Typical work hours are Monday-Friday, 8:00 AM to 4:30 PM, but work outside of these hours is possible depending on program needs.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, Fax, copier, personal or county vehicle, public health and medical equipment and supplies related to duties.

Reports to: Director or Supervisor

Directs Work of: None

Blood borne Pathogen Risk Code: None Low Medium High

JOB ACTION SHEET

Position: LTE Vaccinator

Reports to: Director/Public Health Supervisor

Role: Assess patients for appropriateness in receiving COVID-19 vaccine. Provide medical assessment and evaluation of individuals with vaccination contraindications, and or symptoms. Ensure Vaccination Protocol is practiced and maintained. Review and complete forms. Provide vaccination. Ensure proper vaccine handling and inventory at individual stations.

Qualifications: Licensed Medical: LPN, RN, MD, Pharmacist, EMT or person qualified under state law or who can be legally delegated to provide an injection under appropriate supervision

Supplies: Lab coat, Vest, or other appropriate uniform, table, chair, privacy screen if indicated, sharps container, vaccine, bandages, needles, syringes, alcohol prep pads, small garbage with bag, cotton balls, portable cooler, emergency bag, ice packs, epinephrine

Forms: Consent and screening form

PPE: Face mask-non-surgical, face shield, nitrile gloves

Check In

- Check in arrive with proper photo ID, put on vest, sign in, set up station
- Review JAS, become familiar with primary tasks and reporting structure
- Receive briefing on situational awareness, risk communication, safety and other pertinent information as needed from the supervisor or other designee
- Assemble Supplies

Duties

- Review vaccination protocol, questionnaire/intake forms and vaccine information statement or comparable public education material
- Ensure proper handling of vaccine and use of proper vaccine technique
- Screen intake forms and review contraindications using CDC's ["Pre-Vaccination Checklist for COVID-19 Vaccines"](#)
- Provide in-depth medical screening, and answer individual questions
- Inform patients of early signs of vaccine reaction with instructions to notify the staff at the Observation Station if they experience any of them:
 - Respiratory: sensation of throat closing, stridor (high-pitched sound while breathing), shortness of breath, wheeze, cough
 - Gastrointestinal: nausea, vomiting, diarrhea, abdominal pain
 - Cardiovascular: dizziness, fainting, tachycardia (abnormally fast heart rate), hypotension (abnormally low blood pressure)
 - Skin/mucosal: generalized hives, itching, or swelling of lips, face, throat
- Confirm patient is age appropriate for the vaccines being administered. If under 18, parental consent may be required.

- Administer vaccine according to emergency protocol/standing order
- Sign and record information on appropriate forms
- Direct Client to observation area if needed for appropriate amount of time based on the standing order
- Report any adverse vaccine reaction to supervisors and complete VAERS form
- Ensure security and proper storage of vaccines at vaccination station
- Cleanse and disinfect vaccination stations at a minimum every hour, between shifts and if station areas become visibly soiled.
- Continually monitor other team members for fatigue and possible issues with completing assigned station duties; report to supervisor.
- Ensure the privacy, confidentiality and security of all protected health information
- Respond to any vaccine reaction, as needed

Check Out

- Break down station, if indicated; Participate in debrief, if indicated
- Report any changes to protocol
- Complete and submit timesheets and check-out/sign-out at the end of your shift