

GRADE: 11

DIVISION: PREVENTIVE HEALTH SERVICES – COVID-19 RESPONSE

POSITION SUMMARY:

Primarily responsible for providing public health services to the public and is involved in the COVID-19 pandemic response. This full-time temporary position is primarily responsible for receiving reports of persons suspected or confirmed as having COVID-19; conducting contact tracing and disease investigations that include locating clients, interviewing clients. Interviews will involve gathering information about symptoms, exposures, and identifying others with whom the case has been in contact while potentially infectious.

Additional duties may include working in the public conducting testing for COVID-19. Duties may include performing nasal swabs and/or gathering information from the clients. Once a COVID vaccine is identified and released for dispensing, duties would include administering vaccine by injection to the public. Vaccine administration could occur in mass vaccination settings or in clinical settings. Other duties may require assuming a backup role in one of our standard clinical services under direct supervision of a Registered Nurse.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS: (100% of Time)

1. Interviews clients and obtains appropriate medical history and update records; explains medical forms and assists clients in the completion of forms.
2. Reviews client’s paperwork, eligibility criteria, Billing Charge Data sheet (BCD) and payment information to determine the correct resources to utilize while providing services including vaccinations.
3. Complete client documentation accurately and thoroughly. Complete appropriate data entry in required electronic data base systems including the Oklahoma State Immunization Information System (OSIIS) and the Public Health Investigation and Disease Detection (PHIDDO).
4. Administers immunizations according to Health Department protocols.
5. Follows established THD Policies and Procedures for all services provided in the clinic including all case investigation functions and activities. Administers immunizations according to Health Department protocols.
6. Complete disease investigations and contact tracing, provide appropriate health information and methods of disease prevention and control, including isolation or quarantine recommendations.
7. Calls newly diagnosed cases and collects data on symptoms, exposures, and persons with whom they have been in contact while infectious. Following established procedures and/or script, incumbent will provide the positive individual with resources available for further information or support as needed.

8. Communicates with contacts in a professional and empathic manner, assuring them of the confidentiality of the information collected and explaining how the contact information will be utilized.
9. Alerts Epidemiologists if the case is associated with a congregate or other high risk setting that requires additional public health investigation or intervention.
10. Inputs data collected (i.e. symptoms, contacts, etc.) into database and assures database is kept up to date.
11. Provides clients with appropriate referrals to ensure that their health care needs are met.
12. Dispenses medications, including vaccines, to clients under protocols and standing orders.
13. Maintains accurate product Inventory. Follows quality assurance protocol for safe handling and storage of biologicals.
14. Participates in staff meetings, quality assurance activities and appropriate in-service.
15. Completes required training in support of duties and responsibilities of this position.
16. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education: Graduate of an accredited Licensed Practical Nursing program.

Experience: Two years as a licensed practical nurse preferred.

Skills & Knowledge:

- Knowledge of the principles and practices of professional nursing, particularly relating to public health nursing.
- Skills in interacting with patients of various cultures and socioeconomic backgrounds.
- Counseling and providing health education; good communication and listening skills; attention to details; and retaining confidential client information.
- Knowledge of public health practices, communicable diseases, disease control, and epidemiologic methods.
- Understanding of medical terminology and principles of exposure, infection, infectious period, potentially infectious interactions, symptoms of disease, pre-symptomatic and asymptomatic infection preferred.
- Bilingual (Spanish/English) preferred.

Licenses: Possession of a valid temporary or permanent practical nursing license issued by the Oklahoma State Board of Nursing required.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Frequent internal contact with nurses and other personnel to discuss patient follow-up, records and referrals.
- Frequent external contact with private providers, community programs, schools and other agencies to obtain information, to provide patient referrals and to coordinate programs.

PHYSICAL EFFORT:

Must be able to lift materials and supplies weighing up to approximately 25 pounds; reach filing cabinets at a height of five feet, stoop, bend, twist, and squat while giving examinations. Must be able to wear N95 respiratory protection.

WORKING CONDITIONS:

Potential exposure to communicable infections and body fluids specimen collection for laboratory analysis. High volume and fast-paced clinic.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment.

Reports to – Nurse Supervisor, COVID-19 Response

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA Status: Non-Exempt