



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Immunization Nurse
Department: Public Health
FLSA Status: Non-Exempt
WC Code: 8835
Effective Date: June 1, 2019
Last Revised: June 1, 2019
Pay Grade: A22
Union: AFSCME

SUMMARY

A Public Health Nurse in the Immunization Program provides direct clinical services to clients in the immunization clinic. The Immunization RN is responsible for management, coordination, planning, implementation, and organization of the Immunization program. In addition to staffing immunization clinic in the Grants Pass office, this position aids in organizing agency and community events such as offsite vaccination clinics and clinical outbreak response events. This position also acts as a resource for schools, child care centers, tribal, and refugee health related to immunizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Provides immunization nursing services at the Grants Pass immunization clinic including administration of vaccines to infants, children, adolescents, and adults, while providing evidence-based education and following clinical guidelines
2. Occasionally staffs immunization clinics at other locations as needed
3. Provides technical assistance to schools and child care centers related to annual immunization rate reporting requirements
4. Provides nursing services at community events including offsite vaccination clinics and clinical outbreak response events
5. Maintains up-to-date knowledge and skills to comply with the Vaccines For Children (VFC) program including proper vaccine storage and handling
6. Ongoing professional development to participate, lead, coordinate, and design a variety of projects to promote optimal health in the communities we serve.
7. Ensures compliance to all regulations pertaining to record management. (i.e., HIPAA and GRAMA).

8. Monitors assigned work area's medical inventory, equipment or durable/ sellable goods, as may be assigned.
9. Additional duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Knowledge of medical terminology, equipment, specimen and data collection. Communicate effectively both verbally and in writing; deal tactfully and patiently with clients; maintain records; establish and maintain effective working relationships with State Immunization office, other medical providers in the community, social service agencies/resources and other employees; recognize when to refer clients for further assistance.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Nursing (BSN) from an accredited College or University

JOB IMPACT

Consequences of error could include exposure to litigation, public embarrassment, physical harm, loss of public health funding, potential spread of communicable disease, and/or loss of license.

TYPICAL PROBLEMS ENCOUNTERED

Clients who are anxious and resistant to services including vaccines; patients who are noncompliant and/or verbally abusive.

JOB CONTACTS

This position works directly with individual patients and families as needed, the Oregon Health Authority (OHA), other social service agencies, schools, physicians, and other health care providers.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, establish and maintain effective working relationships with other employees and the public, read and interpret documents such as operating and maintenance instructions, and procedure manuals, write routine reports and correspondence, and communicate effectively.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to follow standing orders without direct health officer supervision. Will be responsible for ascertaining which vaccines are clinically indicated for travel, school, and other purposes and which might be contraindicated for a patient.

OTHER SKILLS AND ABILITIES

CPR certification and knowledge of Microsoft Office Suite and EMR is required.
Train the trainer certification for CPR, Epi-pen, and Narcan training is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license, safe driving record. Active Oregon Nursing License (RN License).

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Incumbents in this classification are exposed to communicable diseases, including blood-borne diseases. Incumbents are occasionally required to lift and/or carry boxes of supplies weighing up to approximately 30 pounds. Employees may also be required to drive to outlying rural clinics in possibly hazardous weather and/or road conditions. This position is impacted by the necessity of meeting timelines; repetitiveness of explanations and procedures; heavy or uncontrollable work flow; the need to make judgments under pressure; the need for accuracy; and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: <input type="checkbox"/>	Normal		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: <input type="checkbox"/>			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe: <input type="checkbox"/>			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>