



# YAMHILL COUNTY CAREER OPPORTUNITY

Job #PH21-077

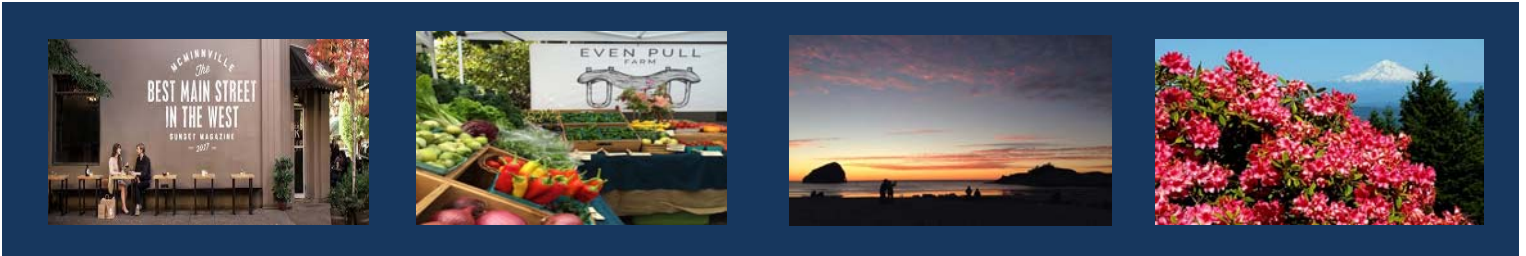
Recruitment closes September 23, 2021 at 3:00 p.m.



**Communicable Disease RN II**  
**HHS Public Health**  
Salary: \$5066 - \$6475 month (DOE)  
With Excellent Benefits

## Our Community

Yamhill County has approximately 109,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield University and Chemeketa Community College in McMinnville and George Fox University and Portland Community College in Newberg. Yamhill County is centrally located in the Willamette Valley, within close proximity to the Oregon Coast, the Portland and Salem metropolitan areas, and the Oregon Cascade Mountains. Wide varieties of indoor and outdoor recreation opportunities are available. We have the benefits, appeal and superior quality of life found in a small town community, while enjoying active social and cultural lifestyles found in larger metropolitan areas.



## The Communicable Disease RN II

This is a regular full-time position for a Registered Nurse II to perform case investigation, contact tracing, testing, and/or other duties related to investigations, counseling and educational work in the enforcement of public health laws, rules and regulations that govern HIV disease, sexually transmitted infections, tuberculosis, and other communicable diseases; and to perform related work. It is essential that the nurse in this position work closely with numerous programs and agencies including: Environmental Health, Animal Control, the Public Health State Laboratory, and state epidemiologists. Please see the attached job description for more details.

## The Benefits

**Health coverage** - Group medical, dental, and vision insurance coverage is available for the entire family. For the 2021-2022 plan year, the County will pay 98% of the monthly premium and employees will pay 2% (\$35.78 per month) for the Base Plan. With this plan, employees are eligible for a \$100 a month contribution into an HRA VEBA account. Buy-up plans are also available.

**Retirement** - PERS (Public Employee Retirement System) contribution is 100% employer funded, which includes both contribution to PERS pension and IAP accounts (IAP contribution is 6% of salary).

**Short-Term Disability** – 100% County paid.

**Life insurance** - \$10,000 for employee/\$2,000 for spouse and children – 100% County Paid.

**Vacation/Sick Leave** - Flexible Earned Time (FET) is a combination of vacation and sick leave. To start, employees earn 13 hours per month and future accruals increase based on years of service. After a year of service and depending on FET balance, employees may sell-back up to 40 hours of FET per year.



## The Qualifications

A Bachelor's degree in nursing or a public health nursing certificate is required, in addition to an unencumbered RN license and a minimum of two (2) years' experience as a registered nurse. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above. Must have a National Provider Number (NPI) number or be able to obtain one upon employment. Preference may be given to candidates with a Bachelor's degree, experience in public health, and/or Spanish language skills. Must have a license to drive in the state of Oregon and an acceptable driving record.



## The Candidate

The successful candidate must possess excellent communication skills, be organized and detail-oriented, and possess the ability to work effectively alone or in a team environment, interacting with co-workers and the public in a courteous, professional manner. The ability to work with a multi-cultural clientele is required. Must have excellent customer service skills and be proficient in computer use including knowledge and experience with Microsoft Word, Outlook, and Excel.

In order to qualify for most HHS positions, applicants:

\*\*Must not be excluded from participation in federal health care programs (Medicaid, Medicare, and other federally-funded programs that provide health benefits); and

\*\*Must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

Employees must be able to perform the essential functions of this classification with or without accommodation.

## The Application Process

Please visit the Yamhill County website at [www.co.yamhill.or.us/hr](http://www.co.yamhill.or.us/hr) to download an application. You may submit your application by mail (US Postal Service), fax (503-434-7553), e-mail ([employment@co.yamhill.or.us](mailto:employment@co.yamhill.or.us)), or hand-delivery (535 NE 5th St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions about our application process.

**Yamhill County is an Equal Employment Opportunity Employer and values diversity.** All qualified applicants are encouraged to apply. A completed County application is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. Veterans are encouraged to apply. In order to receive Veterans' Preference Points, please be sure to submit the required Veterans Hiring Preference Form. Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.



<b>WORKING TITLE:</b> COMMUNICABLE DISEASE RN II	<b>CLASSIFICATION:</b> REGISTERED NURSE II
<b>DEPARTMENT:</b> PUBLIC HEALTH	<b>DIVISION:</b> PUBLIC HEALTH
<b>PAY RANGE:</b> OPEU 22	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8835
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JULY 2021

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs a variety of professional nursing duties in a generalized public nursing program or clinical specialty area including, but not limited to, maternal-child health, communicable disease, family planning, and school nursing. Responsible for providing both general and special nursing services emphasizing prevention, control, or treatment of disease and physical health programs of the community.

***SUPERVISION RECEIVED:***

Works under general supervision of a Public Health Manager and Health Officer.

***SUPERVISION EXERCISED:***

Exercises task supervision of nursing or medical assistants, students, volunteers, and interns.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Provides direct nursing services including treatment, diagnostic and screening tests, physical assessment, history, and medications in homes, clinics, schools, or other locations.
- Assesses and evaluates nursing needs of the client, develops a nursing care plan, determines type and scope of services needed and recommends a plan of care to the attending physician, if applicable; refers client for care and treatment, and re-evaluates client as indicated.
- Ensures epidemiological investigations are conducted to establish exact relationships between patients per disease investigative guidelines.
- Interviews patients infected with communicable diseases and others related to the infection for the purpose of eliciting, identifying, and locating information for others who may have been exposed.
- Provides information and education regarding prevention of communicable disease, including sexually transmitted infections.
- Performs investigative activities to locate people who may have been exposed to or who are suspected of having a communicable disease, including sexually transmitted infections, and refer them for examination and/or treatment.
- Ensures field investigations are conducted as required including areas that may take the

investigators to places where there may be drug activity.

- Conducts case management using an established methodology to document and analyze medical/epidemiological information identifying opportunities to develop a plan for disease intervention.
- Completes reports and data entry per local and State requirements.
- Assists in linking newly diagnosed and previously diagnosed clients with HIV to support services.
- Dispenses medications according to Public Health Standing Orders as directed and/or required.
- Collects and tests specimens in accordance with Public Health Policy & Procedures.
- Teaches and counsels clients and family members regarding the clients' health and nursing needs; interprets disease data and physician's recommendations.
- Performs professional nursing in clinics conducted by public health including taking patient histories and assisting the doctor with examinations and treatments.
- Provides treatments and tests as directed.
- Maintains equipment and supplies.
- Makes home visits to families regarding specific diseases or health problems; interprets physician's orders; refers to available clinics or other facilities
- Prepares clinical, progress, conference, summary, and re-evaluation notes in client records according to program requirements.
- Prepares reports and statistical data as required.
- Coordinates services and exchanges information with physicians, families, co-workers, schools, other agencies, and health care providers as appropriate for more effective care of the individual client.
- Observes signs, symptoms, reactions to treatment and drugs, and changes in condition and reports to physician according to program policies.
- Interprets and utilizes community resources and promotes understanding of public health nursing services.
- Participates in school health programs as assigned, including consultation to teachers and school authorities regarding health problems and communicable disease.
- Participates in health education classes or group meetings with specific program content for parents, clients, teachers, industrial groups, expectant parents, or the general public as appropriate to the program.
- Participates as needed in Public Health emergency responses.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Communicable disease diagnosis, intervention, prevention and treatment including the use of investigative guidelines.
- Reportable diseases, requirements for and methods of reporting.
- Techniques and site locations of administration of vaccines and other injections.
- Activities that promote wellness.
- General nursing assessment skills.

- Confidentiality rules, especially those specific to program area.
- Policy, rules and regulations for program, Public Health, Health & Human Services and the County.
- Oregon and federal laws regarding patient care and RN scope of practice.
- Community and partner agencies and resources relevant to client needs.
- Principles and practices of public health nursing as required by the position.
- Principles and practices underlying professional nursing techniques and professional ethics.
- Diagnostic and screening tests.
- Basic mathematics.
- Public health laws, administrative rules, and guidelines.
- Program technology, organization, and functioning.

**SKILL IN:**

- Conducting confidential case investigations.
- Identifying and evaluating individual health needs.
- Communicating, both orally and in writing.
- Operating within multiple computer programs internally and through external agencies/sites.

**ABILITY TO:**

- Readily grasp the principles underlying the operation of community health programs.
- Identify and evaluate community and individual health needs.
- Provide comprehensive and specialized nursing services in schools and clinics.
- Use independent judgment, delegate responsibility, and work as a team member.
- Understand and carry out technical instruction regarding patient care.
- Communicate effectively both orally and in writing.
- Interact courteously and tactfully with patients.
- Establish and maintain effective working relationships with supervisors, co-workers and the public.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Two years of increasingly responsible experience as a registered nurse; AND a Bachelor's degree in nursing or a public health nursing certificate is required. Specific course work and training or experience in specialized clinic nursing is required for specific positions. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Oregon license as a registered professional nurse at the time of appointment.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's

license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*