



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

<u>Job Title:</u> Public Health Nurse-Program Manager	
<u>Pay Range</u> \$68,000 – \$72,000 per year	<u>Updated:</u> February 2025
<u>Supervisor</u> Director of Client Health Services	<u>Location</u> Sterling
<u>Schedule:</u> Monday-Friday, 8:00am-5:00pm	<u>Employee Type</u> Full Time
<u>Education:</u> Bachelor’s degree in nursing or a Nursing diploma	<u>License/Certificates</u> <ul style="list-style-type: none"> • Driver’s License (Required) • License to practice as a Registered Nurse

General Statement of Duties

The Public Health Nurse - Program Manager will oversee at least one program within the Client Health Services division, and will help to ensure the provision of quality care to clients served by the agency. Provide direct services in assigned programs utilizing the nursing process. Perform professional and administrative work in planning, development, implementation and evaluation of assigned programs.

Primary Duties and Responsibilities

While managing at least one program and its budget, the Public Health Nurse – Program Manager will be an integral part of community-based nursing by providing core public health clinical services and education. This position can work in any or all of the following areas:

Immunizations:

- Achieve proficiency within training plan timeline as determined by the program manager in the assessment/preparation/education/delivery of vaccines for pediatric and adult patients.
- Learns and implements Vaccines for Children (VFC) program requirements, participates in annual VFC training and site visits as needed.
- Provides immunizations during scheduled clinic hours, drop-in services, and off-site immunization clinics as assigned.

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- Maintains vaccine inventory utilizing the CIIS system, including reconciliation and ordering. Enters all immunizations into the CIIS system and the electronic health record within 24 hours of immunization delivery.
- Maintains working order and supply of the emergency epi kit, AED and emergency bag of designated office(s).
- Monitors supplies in assigned office, makes appropriate staff aware of supply needs through regular ordering procedures, and restocks office as needed.
- Monitors and records refrigerator/freezer temperatures twice daily in assigned offices and reports any concerns; maintains proper storage and handling practices of all vaccines.
- Acts as an immunization resource for staff and the public.
- Facilitates the return/disposal of expired vaccine and other supplies as needed.
- Other duties as assigned.

Family Planning:

- Achieves proficiency within training plan timeline as determined by the program lead or nurse practitioner in the assessment, preparation, education, and dispensing of birth control methods, supplies, pregnancy testing, STI screening and treatment, as well as providing referrals when needed.
- Provides family planning services during scheduled clinics as well as for drop-in clients.
- Maintains accurate inventory of birth control methods/medications/supplies utilizing appropriate log/tracking sheets.
- Complete Title X orientation and participates in ongoing training/updates.
- Ensures accurate and complete documentation in the electronic health record within 24 hours of clinic interactions.
- Facilitates the return/disposal of expired medications and other supplies as needed.
- Other duties as assigned.

Communicable Disease:

- Assists with communicable disease prevention and control; investigates vaccine preventable diseases, enteric diseases and zoonotic diseases.
- Assists staff epidemiologist with the evaluation of epidemiological data and development of information for agency personnel as to emerging acute and chronic diseases and other public health risks.
- Actively participates in educational opportunities to increase knowledge base to provide technical assistance and guidance to medical providers and other community partners about communicable diseases and tuberculosis.



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- Provides tuberculosis (TB) prevention and control, including LTBI client intake and case management, active disease case management (DOT and VDOT), and contact investigation of TB exposures.
- Provides disease control information and expertise for all programs in the agency.
- Learns use of all relevant platforms for data management, reporting and education.
- Assists with case investigation and contact tracing as needed.
- Other duties as assigned.

Qualifications and Experience

A successful Public Health Nurse – Program Manager will have following qualifications and experiences:

- Knowledge of concepts of public health nursing practice and ability to apply concepts with moderate supervision.
- Ability to develop sound judgement relative to caseload management and recognition of priorities in the context of limited nursing resources.
- Strong work ethic and passion for community health.
- Ability to speak, read, and write in English, bilingual in Spanish or other languages highly desired.
- Excellent interpersonal skills required with the ability to interact professionally and compassionately with clients.
- Excellent computer skills, including Microsoft Office, Google Suite, Electronic Health Records, and other platforms as needed.
- Experience with grant, budget, and program management.
- Knowledge of the importance of learning and using community resources.

WORKING ENVIRONMENT

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on assignment, may be uncomfortable at times.

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DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a “Drug-free workplace.” The Northeast Colorado Health Department intends to comply with all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

EQUITY IN THE WORKPLACE

Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

HIPAA STATEMENT

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHDs policies, guidelines and standards for workforce performance expectations which are mandated by HIPAA.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete Northeast Colorado Health Department provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders, employees are required to support public health emergencies, incidents and events.

BENEFITS INCLUDE:

- Medical insurance options at the beginning of the month after hire.

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- Dental insurance options at the beginning of the month after hire.
- Vision insurance options at the beginning of the month after hire.
- Voluntary benefit options available at the beginning of the month after hire.
- PERA Retirement upon hire.
- 401K participation.
- PSLF Eligible employer.
- 2 hours/month wellness leave (non-accruing) (full-time only).
- Paid sick time (part-time only).
- Paid time off (full-time only), accrues at 19 hours/month.
- 12 paid holidays/year.

Signature _____ Date _____