



## POSITION OPEN

**PUBLIC HEALTH NURSE  
HUGS  
Health Department**

0707

**PURPOSE OF CLASSIFICATION:** The purpose of this classification is to case manage the care of patients of the Knox County Health Department. Duties include, but are not limited to: performing physical assessment and diagnosis of assessments; recording information on patient's charts; dispensing medications; providing counseling; collecting specimens; and performing additional tasks as assigned by the Program Manager.

**ESSENTIAL FUNCTIONS:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Case management for special needs children, infants and pregnant women. Makes visits to patient's homes as required. Examines clients for evidence of the presence of disease or parasite infestation. Educates patients through behavior modification; educates patients regarding the use of certain medications and possible side-effects. Performs physical assessments. Effects diagnosis and treatment of specific diseases per protocol of physician. Instructs patients regarding special tests ordered by providers; distributes pamphlets detailing medical tests and procedures. Provides counseling. Assesses need for and administers immunizations as needed. Performs height and weight, and visual acuity. Participates in continuing education programs. Prepares laboratory requisitions. Maintains knowledge of legal limitations while performing job functions. Checks lab reports for abnormalities and informs appropriate medical professional in charge; files lab reports appropriately. Dispenses medications to patients as prescribed by provider. Attends forty-two hours of in-service training annually; attends mandatory CPR class yearly; attends regular staff meetings. Draws blood as required; takes blood to laboratory for analysis. Combines lab reports following analysis with corresponding charts and makes available for provider's use. Assist physicians or Nurse Practitioner as required with patient examinations. Stores equipment and instruments at the end of the workday. Prepares examination room for use by the next patient strips table paper and discards items used during the previous exam. Restocks examination rooms. Reschedules appointments for "no-shows".

**ADDITIONAL JOB FUNCTIONS:** Always responds to and reports immediately if called upon by local, regional or central office supervisors, as part of a coordinated emergency response by the Department of Health. Performs other related duties as required.

**MINIMUM TRAINING AND QUALIFICATIONS:** Associate's Degree in Nursing, or related; with two years of previous medical facility experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must maintain state of Tennessee licensure/certification requirements in nursing and advanced pharmacology.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and medical equipment. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for active work.

**SALARY:** \$37,278.53 annually

**DEADLINE:** Applications must be received in the office by September 8, 2008 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements. **Non-discrimination:** Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

### ***APPLY TO:***

*Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.*