

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title:** Temporary COVID-19 Public Health Nurse I      **Class:** Professional  
**Department:** Health Department      **FLSA:** Exempt  
**Revised:** September 2021

*This job description supersedes any prior description for the Temporary COVID-19 Public Health Nurse I classification.*

**GENERAL DESCRIPTION**

Professional nursing work providing COVID-19 follow-up and outbreak management using federal, state, and local laws to support public health intervention and practice. Supervision is received from a Public Health Nursing Supervisor II who reviews work through observation, analysis of records, and through periodic conferences. This position will be employed temporarily during the COVID-19 pandemic. It is a grant-funded position and may end at any time due to needs and/or funding.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Investigates COVID-19 cases along with Health Department staff.

Provides updated expert advice to community and answers support staff questions.

Answers telephone calls from patients with questions, concerns, & provides information as necessary to ascertain patient's needs are met.

Involved in the planning and public health response and other support duties as required.

Performs a wide variety of nursing procedures, and implements screening tests, solicits information, makes referrals to physicians and other community services, and provides information as necessary through counseling and instruction in relation to needs of the patient and programs of the Department.

Obtains general and medical histories, assesses needs of each patient, develops problem lists and care plans as indicated by the individual patient needs, explains physician's findings.

Provides follow-up to earlier treatment and/or testing by phone, letter, or home visits including counseling and reassessment of problem.

**OTHER JOB FUNCTIONS**

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge and skill in the application of nursing theory, practices, principles, and techniques employed in the field of public health.

Working knowledge of current social and economic problems relating to public health.

Working knowledge of available resources and organizations.

Ability to deal tactfully with patients and fellow employees and to exercise good judgment in appraising situations and making decisions.

Ability to secure the cooperation of clients, to elicit needed information, and to maintain good working relationships.

Ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions.

Ability to communicate effectively, orally and in writing.

### **PHYSICAL REQUIREMENTS**

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

### **EXPOSURE CONTROL**

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and should be worn.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from a four-year college or university with a B.S. Degree in Nursing which includes a Public Health Nursing rotation; or graduation from an appropriately accredited school of professional nursing and one year of professional nursing experience; or an equivalent combination of education and experience. Must be licensed to practice as a Registered Nurse by the North Carolina Board of Nursing.

**This job description does not create an employment contract,  
implied or otherwise.**