

**County of Grundy--Job Posting  
Health Department**



Date of Posting: April 21, 2022  
Applications Accepted Until: Posted until filled  
Job Title: Public Health Nurse  
Employee Status: Full Time: 40.0 hrs/week, non-exempt  
Union Affiliation: AFSCME  
Rate: \$20.00/hr Grade 3, Nurse I (LPN)  
\$21.50/hr Grade 4, Nurse II (RN)  
Competitive Benefits: Medical, Dental, Vision and Life Insurance  
Generous accrual of Paid-Time Off  
Contribution to IL Municipal Retirement Fund (IMRF)  
Paid Holidays  
Professional development opportunities  
Potential student loan forgiveness

**SUMMARY**

The Nursing Division of the Grundy County Health Department provides services directed toward improving and maintaining the physical health of county residents. Nurse will work in programs such as WIC (Women, Infants and Children), Family Case Management, communicable disease, immunizations, and school nursing. Public health nurse duties in relation to services provided by the Nursing Division may be requested if required.

The ideal candidate will be flexible in work environments, function cooperatively with staff and the community, and have a special interest in serving residents of Grundy. Under the supervision of the Director of Nursing, the candidate will be capable of critical thinking, sound judgement and working independently, while quickly learning the balance with teamwork for the optimal treatment of each client.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform anthropometric and biochemical measurements, i.e., hemoglobin, height, weight, head circumference, blood pressure.
2. Assess and develop nursing care plans for clients/families in cooperation with them through evaluation of their physical and mental conditions.
3. Assist clients in obtaining services for their health and welfare through interagency referrals.
4. Provide client teaching, guidance, nutrition, and nursing care in health department clinics.
5. Instruct client, families and/or groups on preventive health care.
6. Accurately document and complete all interventions on confidential client records.
7. Provide pregnancy testing, education, and documentation.
8. Provide periodic assessment of client's needs per Dept of Human Services regulations.
9. Provide medical case management services for those children under the care of Dept of Child and Family Services.

10. Administer vaccinations according to Academy of Childhood Immunization Practice (ACIP) and Center for Disease Control and Prevention (CDC) guidelines.
11. Follows Communicable Disease reporting and guidelines per Dept of Public Health (IDPH) and CDC under the supervision and direction of health department Director of Nursing.
12. Educate and inform clients and contacts of disease, disease prevention, treatment and importance of compliance.
13. Assist with staffing regular weekly and other scheduled vaccine clinics, i.e., influenza, COVID.
14. Work collaboratively with Health Department stakeholders (including other agencies).
15. Abide by Illinois Board of Nursing standards and maintain a high level of professional conduct in all contacts with clients, colleagues, other agency staff and community. Utilize best practice standards and maintain Code of Ethics as dictated by the profession. Comply with state and federal confidentiality laws.
16. Utilize IDPH and CDC as necessary for consultation.
17. Communicate effectively with all members of the Health Department team.

**MINIMUM REQUIREMENTS:**

Required Licensed Practical Nurse (Illinois), Registered Nurse preferred. Bilingual English/Spanish preferred but not required.

A valid driver's license and proof of insurance are required.

**PHYSICAL REQUIREMENTS:**

The physical demands described here 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. While performing the duties of this job, the employee is frequently required to sit, stand and walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "Public Health Nurse" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450. No phone calls please.

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*