

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



Date of Posting: November 1, 2021  
Applications Accepted Until: Posted until filled  
Job Title: Public Health Nurse  
Employee Status: Temporary (As needed, not to exceed 5 months)  
Union Affiliation: None  
Rate: \$35.00

**SUMMARY**

The Nursing Division of the Grundy County Health Department provides services directed toward improving and maintaining the physical health of county residents. This position is created temporarily in response to the COVID-19 pandemic, and as such is funded by associated grant dollars.

The intention is to fill this position for five (5) months, after which the need for the position and funding sources will be evaluated.

The ideal candidate will be flexible in work environments, function cooperatively with staff and the community, be available to work non-traditional hours (such as potential evenings and weekends) and have a special interest in Communicable Disease. 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. Serve at a local COVID-19 mass vaccination clinics during agreed upon shifts.
2. Be responsible for the handling of vaccine in transit, at the clinic site, or upon disposal, per FDA & CDC guidelines.
3. Effectively handle and draw vaccine from multi-vial supply, per FDA/CDC guidelines.
4. Educate and inform clients of benefits and risk of vaccine.
5. Work collaboratively with Health Department personnel, other contractual providers and volunteers.
6. Be prepared to oversee the response to any patient who experiences immediate adverse reactions. Response may include obtaining vitals, coordinating monitoring with others on site, and being available to aid in the transition to EMS if applicable.
7. 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.
8. Utilize IDPH and CDC as necessary for consultation.
9. 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 “**Temp 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).*