



POSITION DESCRIPTION

Position:	Public Health Nurse	Department:	Health & Human Services
Pay Grade:	13	FLSA Status:	Exempt
Direct Supervisor:	Health Officer/Public Health Supervisor	Publish Date:	July 2026

Purpose of Position:

The Public Health Nurse provides population-based nursing services to promote health, prevent disease and injury, and protect the community. This position applies the core public health functions of assessment, policy development, and assurance to deliver education, outreach, and clinical services to individuals, families, and the community.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Assess individual, family, and community health needs; develops, implements, monitors, and evaluates appropriate interventions.
- Provides population-based public health nursing services including health promotion, disease prevention, case management, and outreach.
- Conducts communicable disease surveillance, investigation, and follow-up in accordance with applicable laws and regulations.
- Provides public health education and outreach and communicates health information to individuals, groups, and community partners.
- Develops and maintains collaborative relationships with healthcare providers, community organizations, coalitions, and public agencies.
- Participates in a variety of public health programs and services, including but not limited to communicable disease control, maternal-child health, immunizations, and other public health initiatives; responds to public health concerns and assists with enforcement of applicable public health laws.
- Applies evidence-based practices to support program planning, policy development, and quality improvement efforts.
- Maintains accurate documentation in compliance with agency policies, confidentiality standards (HIPAA), and applicable regulations.
- Recognizes and reports abnormal client conditions, health hazards, and urgent public health concerns to appropriate supervisory, medical, or public health authority in accordance with established protocols and statutes.
- Maintains professional competency through ongoing training and development; uses independent judgment to prioritize workload and adapt to changing demands.

Minimum Training, Experience, and Qualifications Required to Perform Essential Duties:

- Bachelor's Degree in Nursing (BSN) from an accredited program with public or community health nursing preparation consistent with Wis. Stat. § 441.01(3).
- Current Wisconsin Registered Nurse (RN) license, or ability to obtain upon hire.
- Valid driver's license and access to a reliable vehicle with insurance.
- CPR and BLS certification is preferred.
- Must successfully pass criminal and caregiver background checks.
- Knowledge of public health nursing practices, applicable regulations, and confidentiality requirements; experience in public health nursing, epidemiology, or communicable disease control is preferred.
- Demonstrated ability to work independently with strong written and verbal communication skills.
- Advanced computer skills are required; prior experience in using an electronic health records (EHR) systems is preferred.

Physical Demands:

Last Reviewed 6/2026

The physical demands described herein are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position involves a combination of office, clinic, and community-based work, including sitting, standing, walking, and driving. Duties require use of a computer, phone, and medical equipment, including tasks requiring manual dexterity such as administering injections. Occasional lifting, carrying, pushing, or pulling of up to 20 pounds may be required, along with bending, stooping, or kneeling. The employee must be able to read and interpret information, observe patient conditions, and communicate effectively in person and by phone.

Work Environment:

This position operates in a professional office, clinic, and community-based environment. Work routinely involves use of standard office and clinical equipment and may include travel within the community. The role may involve occasional exposure to communicable diseases or environmental health conditions and interaction with diverse populations.

Nothing in this position description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Employee Acknowledgement:

I have received, reviewed and fully understand this position description. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document superseded all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my position description, from time to time. I understand that this does not constitute an employment agreement.

Employee Printed Name

Employee Signature

Date

Home Committee Approval: 7/2026
Finance/HR Committee Approval: 7/2026