

Personal Health Services R.N.

About us

Greene County Health Department includes a passionate workforce of community-minded and health-oriented staff.

About the role

A full-time registered nurse for personal health services, which includes clinic operations related to communicable disease investigation, immunizations, STI testing, family planning, individual health education through Women, Infant, and Child (WIC), and family case management programs—reports to the Public Health Administrator.

Responsibilities

- Performs duties in WIC, Family Case Management, Lead, Communicable Disease, TB, Tobacco, and Immunization programs.
- Complies and ensures compliance with HIPAA regulations and agency policy and procedures.
- Maintains clinical record-keeping that provides accountability, effectiveness, and appropriate documentation of patient care systems.
- Maintains records of case assignments and case management.
- Assists with daily, monthly, and quarterly reports for the division.
- Conduct clinic outreach or evidence-based education activities as assigned.
- Performs other duties as required or assigned by the Public Health Administrator.

Candidate requirements

- Requires knowledge, ethics, and practices related to public health prevention efforts.
- Requires the ability to interpret public health laws and responsibilities related to communicable diseases.
- Requires effective communication skills and unbiased healthcare ability.
- Requires the ability to work evenings and weekends on occasion.
- Requires ability to perform written and oral communication with the public utilizing technology within the office.
- Requires R.N. Licensure, up-to-date immunization records, driver's license, and car insurance.

Contact us to apply

If you'd like to apply for this position, please complete and submit an application to the health department or email a copy of your resume to GreeneHD@greencountyhd.org. The position is open until filled; we are considering part-time or full-time employment based on the applicant's needs. **Benefits include retirement under the Illinois Municipal Retirement Fund.**