

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



Date of Posting: February 23, 2022  
Applications Accepted Until: Posted until filled  
Job Title: Public Health Nurse, Communicable Disease  
Employee Status: 28 hrs/week, non-exempt  
Union Affiliation: AFSCME  
Rate: \$20.00/hr Grade 3, Nurse I (LPN)  
\$21.50/hr Grade 4, Nurse II (RN)

**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.

Nurse will work in various programs, including communicable disease, immunizations, and serving as a liaison to long term care facilities. Additional 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 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. Follows Communicable Disease reporting and follow up guidelines per IDPH and CDC under the supervision and direction of health department Director of Nursing.
2. Educate and inform clients and contacts of disease, disease prevention, treatment and importance of compliance.
3. Serve as a resource to long term care facilities and other agencies in Grundy County, supporting their efforts to adhere to CDC and IDPH guidelines.
4. Educate and inform clients of benefits and risk of vaccine.
5. Determine wellness and contraindications of client prior to administration of vaccines.
6. Administer vaccinations according to Advisory Committee on Immunization Practice (ACIP) and Center for Disease Control and Prevention (CDC) guidelines.
7. Assist with staffing regular weekly and other scheduled clinics, i.e., flu.
8. Work collaboratively with Health Department stakeholders (including other agencies).
9. 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.
10. Utilize IDPH and CDC as necessary for consultation.
11. 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.

*The job description does not constitute an employment agreement between the employer and employee. This position is funded by grant dollars. At the conclusion of the grant period, if no additional funding is available or allocated, this position may be eliminated.*

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "**Public Health Nurse CD**" 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).*