PUBLIC HEALTH NURSE

Terrebonne Parish Health Unit

JOB RESPONSIBILITIES

Terrebonne Parish Health Unit's Public Health Nurse is responsible for providing comprehensive nursing care to individuals and families in clinical and community-based settings throughout Terrebonne Parish.

JOB OVERVIEW

PAY TYPE
Exempt (Salaried)

SCHEDULE
Monday to Friday

LOCATION
Terrebonne Parish Health Unit

REPORTS TO
OPH RN Supervisor A

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)
Walk/Stand for long periods

WORK ENVIRONMENT
Works both in clinical and community settings and may involve exposure to communicable diseases, biological hazards, and emergency response environments.

EMERGENCY EVENTS
Required to work during emergency events.

REQUIREMENTS
Valid Louisiana driver's license

Questions? No problem!
Email us at **employment@tpcg.org.**

In this role, the incumbent will be expected to provide professional public health nursing services, coordinate patient care and community health initiatives, and support disease prevention and health promotion efforts in accordance with LDH/OPH policies and standards.

The Public Health Nurse provides programmatic oversight of professional and paraprofessional staff, promotes quality improvement initiatives, supports emergency preparedness activities, and collaborates with healthcare providers, community partners, and public health professionals to improve population health outcomes.

JOB DUTIES

- Provide direct nursing care in Office of Public Health clinics, including reproductive health, immunization, sexually transmitted infection (STI), tuberculosis (TB), genetics, and other designated public health programs.
- Conduct comprehensive health assessments, obtain medical and sexual histories, perform examinations, and provide treatment in accordance with approved protocols, CDC guidelines, standing orders, and OPH policies.
- Administer immunizations, medications, and treatments; monitor patients for adverse reactions; provide education regarding treatment plans; and maintain accurate medical documentation.
- Collect laboratory specimens, perform approved testing procedures, and interpret test results within the scope of program guidelines.
- Counsel patients regarding diagnosis, treatment options, prevention strategies, and follow-up care requirements.
- Collaborate with Disease Intervention Specialists (DIS) and healthcare providers to investigate, monitor, treat, and educate individuals affected by communicable diseases.
- Coordinate referrals and follow-up services with healthcare providers, social service agencies, and community organizations to ensure continuity of care.
- Manage specialized caseloads and ensure timely attention to patients with complex public health concerns, including communicable diseases, tuberculosis, child abuse reporting requirements, and other mandated public health interventions.
- Utilize electronic health systems and databases, including LINKS, EHR, and other approved applications, to maintain patient records and track program outcomes.
- Monitor clinic operations to ensure patients receive appropriate services, program requirements are met, and all follow-up actions are completed.
- Support Continuous Quality Improvement (CQI) initiatives by adhering to departmental policies, procedures, HIPAA requirements, and public health standards.
- Assist with medical records management, retention, and disposal processes in accordance with applicable policies and regulations.

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JOB DUTIES CONTINUED

- Participate in community outreach activities, health fairs, educational programs, and public awareness initiatives designed to promote disease prevention and healthy lifestyles.
- Coordinate community health events in partnership with Community Health Workers, Social Workers, environmental health personnel, and other public health partners.
- Collaborate with epidemiologists, environmental health staff, and Rapid Response Team members regarding surveillance, case management, public health investigations, and education concerning environmental and communicable disease threats.
- Participate in emergency preparedness and response activities, including Medical Needs Shelters (MNS), Strategic National Stockpile (SNS) operations, Points of Dispensing (PODs), and other public health emergency initiatives.
- Serve as a preceptor and orientation instructor for newly hired nursing personnel and assist nursing students participating in public health clinical experiences.
- Attend required staff meetings, training sessions, conferences, workshops, continuing education programs, and professional development activities.
- Practice nursing within the scope established by the Louisiana Nurse Practice Act and comply with all Louisiana State Board of Nursing and LDH/OPH regulations, policies, and procedures.
- Provide programmatic direction and support to assigned professional and paraprofessional personnel.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to provide programmatic oversight, coordinate multidisciplinary healthcare teams, mentor nursing staff and students, and promote accountability while ensuring compliance with public health regulations and program objectives.
- **Time Management:** Effectively prioritizes patient care activities, case management responsibilities, clinic operations, documentation requirements, and emergency response duties while meeting critical deadlines.
- **Analytical Skills:** Ability to assess patient conditions, interpret laboratory results, evaluate public health data, identify health risks, and make sound clinical decisions based on established protocols and evidence-based practices.
- **Communication Skills:** Communicates clearly and professionally with patients, families, healthcare providers, community partners, and public health agencies through effective verbal, written, and educational interactions.
- **Organizational Skills:** Must be able to maintain accurate records, manage multiple caseloads and clinical programs, coordinate referrals and follow-up services, and ensure compliance with documentation, reporting, and regulatory requirements.
- **Technical Skills:** Proficiency in public health nursing procedures, immunization administration, specimen collection, electronic health record systems, immunization registries, Microsoft Office 365 applications, and other healthcare information systems used to support patient care and program management.
- **Qualifications:**
    - Graduation from an accredited nursing program with possession of a current, unrestricted Registered Nurse (RN) license issued by the Louisiana State Board of Nursing.
    - Current CPR certification and the ability to maintain all required professional credentials and continuing education requirements.