

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-5-2

Posted 5/7/26

POSITION: *Public Health Nurse– Health Department, Leavenworth, Kansas*

SALARY \$33.55-DOQ/hour (Full Time – Benefits Eligible)

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.gov or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Departments / Human Resources / Apply Here*

This position closes when filled.

Leavenworth County Job Description

TITLE: Public Health Nurse

DEPARTMENT: Health Department

PAY LEVEL: \$33.55 - DOQ EXEMPT/NON-EXEMPT: N

WORKING TITLE: Public Health Nurse (RN)

LOCATION: 500 Eisenhower, Suite 101

SUPERVISOR: Health Department Clinical Manager

SUPERVISES: N/A

PERCENTAGE OF TIME/ACCOUNTABILITIES

75% - Conducting or assessing with maternal and infant clinic, family planning clinic and well child clinic, immunizations, physical clinic, documenting, treating, and reporting communicable diseases.

20% - Health services for walk in clients providing assessments and counseling for STI's and HIV, immunizations, pregnancy testing and evaluation of child cares.

5% - Public Health Preparedness.

SCOPE

Serves as Leavenworth County Health Department Nurse under supervision of the Clinical Manager. Conducts or participates in Health Department clinics. Performs health assessments in a variety of clinics. Performs other duties as assigned by Health Department Administrative Director and Clinical Manager.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

- Knowledge of cultural competency in working with diverse group of clients.
- Knowledge and skill in the application of the principles and procedures of public health nursing.
- Knowledge of the significance of disease preventive measures in the improvement of community health.
- Effective oral and written communication skills.
- Knowledge of data entry.
- Skills in exercising tact and good judgment.

HUMAN RELATIONS

Works with local and state agencies in providing services to enhance the quality of life for residents of Leavenworth County. Works closely with other staff members to ensure comprehensive health care.

ILLUSTRATIVE TASKS (This is not an inclusive list; other tasks/duties may be assigned.)

- Conducts immunizations; participates in well child clinics, family planning clinics, maternal and infant clinics, and physical clinics.
- Provides testing and treatment for STD's.
- Tracks, acts as, and reports communicable diseases, liaison with hospitals, and other health departments.
- Provides assessments and counseling in variety of health clinics.

ENVIRONMENTAL DEMANDS

Work is performed in an office and clinic setting at the Health Department location. Some travel maybe required to provide medicines and training.

MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to graduation from an accredited college with a degree in nursing or an accredited professional nursing school. One year of professional nursing experience in public health nursing is preferred. Possession of a Kansas State Registered Nurses license and valid driver's license and able to be insured through county insurance. Maintains continuing education hours. Preferred qualifications – proficient in Spanish speaking.

ADA/PHYSICAL DEMANDS

1. Vision - Adequate for preparing and reviewing computer, client's charts, other paperwork.
2. Hearing - Adequate for conversation and telephone use. Considerable public contact.
3. Speech - Must speak English clearly enough to give instructions to employees and converse with public.
4. Standing - 25% of the time – interaction with employees / clients.

5. Walking - 30% of the time – interaction with employees / clients.
6. Sitting - 45% of the time – computer use, plan review, and meetings.
7. Lifting/Carrying - 25 pounds – as required in day-to-day activities.
8. Pushing/Pulling - 10 pounds – as required to move normal office elements in normal business operation.
9. Reaching/Handling - As required to move normal office elements in normal business operation, required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
