

PUBLIC HEALTH NURSE (PHN) POSITION DESCRIPTION

Organization: American Indian Health Service of Chicago, Inc.

Position Title: Public Health Nurse (PHN) with Infection Control

Department: Medical Clinic

Reports To: Medical Director

FLSA Status: Exempt

Employment Type: Full-Time

ORGANIZATION OVERVIEW

American Indian Health Service of Chicago, Inc. (AIHSC) is a non-profit charitable organization (501(c)(3)) established in 1974 and is one of 34 urban health centers for American Indians in the United States. AIHSC is the only American Indian-operated medical and behavioral health clinic in the State of Illinois, providing accessible, preventive health care and outreach services to the Native American community and surrounding populations regardless of ability to pay. Our services include a medical clinic, behavioral health clinic, diabetes clinic, community health worker programs, HIV testing and prevention, and culturally sensitive care.

POSITION SUMMARY

The Public Health Nurse (PHN) is a professional nursing position responsible for providing comprehensive public health nursing services to individuals, families, and the community served by AIHSC. This position emphasizes infection prevention and control, disease surveillance, health promotion, and disease prevention activities. The PHN plays a critical role in identifying, preventing, and controlling communicable diseases and healthcare-associated infections while delivering culturally competent care to the American Indian/Alaska Native community and other underserved populations.

This role requires the ability to work effectively in both clinical and community-based settings, including fieldwork, outreach events, health fairs, public-health activities, and special projects. AIHSC seeks a dependable, mission-driven professional who is interested in a long-term role and committed to building sustained, trusting relationships with patients, families, colleagues, and community members.

This position is grant-funded through Indian Health Service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Infection Prevention and Control

1. Develop, implement, and monitor infection prevention and control protocols and procedures for the clinic.
2. Conduct infection control risk assessments and environmental surveillance.
3. Investigate and document communicable disease cases and potential outbreaks in accordance with local and state health department guidelines.
4. Monitor compliance with infection control practices, hand hygiene, personal protective equipment (PPE) use, and standard precautions.
5. Provide training and education to staff on infection prevention best practices and emerging infectious disease threats.
6. Maintain surveillance systems for healthcare-associated infections and reportable diseases.
7. Coordinate with local and state public health authorities regarding disease reporting and outbreak response.
8. Ensure compliance with CDC guidelines, OSHA regulations, and other applicable infection control standards.
9. Develop and update infection control policies and standard operating procedures.

Public Health Nursing Services

1. Provide direct nursing care to patients, including assessments, screenings, immunizations, and health interventions.
2. Conduct health risk assessments for individuals and families to identify health needs and barriers to care.
3. Deliver health education and counseling on disease prevention, health promotion, and self-management of chronic conditions.
4. Administer immunizations following CDC and state immunization schedules and protocols.
5. Perform tuberculosis (TB) screening, testing, education, and treatment monitoring.
6. Provide STI prevention, education, testing, and treatment support.
7. Support HIV testing, education, prevention programs, and linkage-to-care services.
8. Conduct contact tracing and follow-up for communicable diseases.

9. Assist patients in navigating healthcare systems and connecting them to appropriate community resources.
10. Participate in community outreach activities and health fairs.

Case Management and Coordination

1. Manage a caseload of patients requiring ongoing monitoring and intervention.
2. Coordinate care with physicians, behavioral health providers, and community partners.
3. Develop and implement individualized care plans in collaboration with patients and families.
4. Monitor patient adherence to treatment plans and follow-up appointments.
5. Facilitate referrals to specialty care, social services, and support programs.
6. Maintain accurate and timely documentation in electronic health records (EHR).

Data Collection and Program Evaluation

1. Collect, organize, and analyze health data to identify community health trends and priorities.
2. Monitor and evaluate the effectiveness of public health interventions and infection control measures.
3. Prepare reports on disease surveillance, infection control activities, and program outcomes.
4. Participate in quality improvement initiatives and performance measurement activities.
5. Maintain accurate records and documentation for compliance and reporting purposes.

Emergency Preparedness and Response

1. Participate in emergency preparedness planning and response activities.
2. Assist with surge-capacity efforts during public health emergencies and disease outbreaks.
3. Maintain knowledge of emergency protocols and participate in drills and training.
4. Serve as a resource during infectious-disease emergencies.

Professional Development and Collaboration

1. Maintain current knowledge of public health nursing practices, infection control standards, and emerging health issues.
2. Participate in continuing education and professional development activities.

3. Collaborate with interdisciplinary team members to provide comprehensive patient care.
4. Mentor and orient new staff, students, and volunteers, as appropriate.
5. Advocate for policy improvements to support public health and health equity.
6. Promote culturally competent care and demonstrate respect for diverse backgrounds and traditions.

QUALIFICATIONS

Education and Licensure

1. Bachelor of Science in Nursing (BSN) from an accredited nursing program required.
2. Current, unencumbered Registered Nurse (RN) license in the State of Illinois required.
3. Certification in Infection Prevention and Control (CIC) preferred or willingness to obtain within two years.
4. Associate – Infection Prevention and Control (a-IPC) certification acceptable.
5. Current Basic Life Support (BLS) certification required.
6. Public Health Nursing certification preferred.

Experience

1. Minimum of three (3) years of nursing experience required.
2. At least one (1) year of experience in infection control, public health nursing, or communicable disease control preferred.
3. Experience as Project Director for grants preferred.
4. Experience in programmatic reporting preferred.
5. Experience in community health, ambulatory care, or serving underserved populations is highly desirable.
6. Experience working with American Indian/Alaska Native communities or multicultural populations preferred.
7. Knowledge of HIV/AIDS, STI, and TB prevention and treatment programs preferred.

Knowledge, Skills, and Abilities

1. Strong knowledge of infection prevention and control principles and practices.

2. Understanding of epidemiology, disease surveillance, and outbreak investigation.
3. Familiarity with CDC guidelines, OSHA regulations, and public health standards.
4. Proficiency in assessment, care planning, and patient education.
5. Knowledge of communicable diseases, immunization schedules, and preventive health measures.
6. Excellent communication and interpersonal skills with diverse populations.
7. Strong organizational and time-management abilities.
8. Proficiency with electronic health record (EHR) systems and computer applications.
9. Ability to work independently and as part of an interdisciplinary team.
10. Cultural sensitivity and ability to provide culturally appropriate care.
11. Strong critical-thinking and problem-solving skills.
12. Ability to maintain confidentiality and adhere to HIPAA regulations.
13. Commitment to health equity and serving underserved communities.
14. Demonstrated commitment to long-term community engagement and the ability to establish and maintain trusting, culturally responsive relationships with patients, families, community members, and partner organizations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Ability to sit, stand, and walk for extended periods.
2. Manual dexterity required for clinical procedures and computer work.
3. Ability to lift up to 25 pounds occasionally.
4. Exposure to infectious diseases and blood-borne pathogens with appropriate PPE and safety precautions.
5. Work is subject to being performed in both clinical and community-based settings and may include fieldwork, community outreach, health fairs, public-health activities, and special projects as assigned.
6. Work hours are subject to occasional evening and weekend scheduling based on community events, public-health needs, emergency-response activities, and special projects.
7. Valid driver's license and reliable transportation for community outreach activities may be required.

SUPERVISION RECEIVED AND EXERCISED

1. Works under the general supervision of the Medical Director.
2. Exercises professional judgment in performing duties.
3. May provide guidance and training to clinic staff, students, and volunteers.

EQUAL OPPORTUNITY EMPLOYER

American Indian Health Service of Chicago, Inc. is an equal opportunity employer committed to creating a diverse and inclusive workplace. We encourage applications from American Indian/Alaska Native individuals and other qualified candidates who share our commitment to serving the community.

CONTACT INFORMATION

To apply or ask questions about this position, please submit your resume and direct inquiries to:

Sharon H

sholt@aihschgo.org

This position description is intended to describe the general nature and level of work performed by the Public Health Nurse. It is not intended to be an exhaustive list of all responsibilities, duties, qualifications, or skills required for the position. Work duties and responsibilities are subject to change, addition, modification, or reassignment as needed by management and consistent with the employee's qualifications, scope of practice, and the operational needs of AIHSC. The employee must remain flexible and able to perform other duties as assigned.