

Motion By:
Second By:

Resolution 2024-

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13	Brixius			
14	Hafeman			
15	Lemke			
16	Miller			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

Recognizing the emergent need to fill a 4-year position with a 2- year position and adopting the new organizational structure

WHEREAS, the Lincoln County Public Health Department (LCHD) has 6 – Public Health Nurse, Bachelor of Science, 4 year positions, 4.9 FTE; and

WHEREAS, there has been a vacancy in a public health nurse position since August 2022 with minimal applications; and

WHEREAS, the market for nurses is challenging nationally with feedback by interested parties that Lincoln County’s pay is not at a comparable wage; and

WHEREAS, the programs that LCHD will no longer be able to maintain if we are not able to hire nursing staff are school nursing, jail nursing, employee and drug alcohol testing, immunizations, communicable disease follow-up as well as meeting long standing state and federal grants; and

WHEREAS, after giving consideration to 2- year applicants, reviewed the roles and responsibilities, and how we can adjust work flow, and the restructure results in a cost savings to the county; and

WHEREAS, it is recognized there will be re-structuring of public health nursing responsibilities as allowable and defined in Wisconsin Administrative Code DHS 139.08, DHS 441 and Standards of Practice for Registered Nurses and Licensed Practical Nurses in Chapter N 6; and

WHEREAS, the Administrative Coordinator and County Board Chair authorized the Public Health Director to make an offer to an applicant who accepted the position noting that this is a time sensitive and a critical hire to maintain mandated services to our community; and

NOW THEREFORE, the County Board recognizes the need to continue to provide mandatory and contractual services to our community and the challenges in filling the positions and adopts the new organizational structure. (See organizational chart)

IT IS FURTHER RESOLVED that the Lincoln County Health Department may make this organizational structure change in order to expand recruitment options for unfilled nursing position within the approved 2024 budget for salary and fringe.

STATE OF WISCONSIN)
COUNTY OF LINCOLN) SS

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by the Lincoln County Board of Supervisors on:

Christopher J. Marlowe
Lincoln County Clerk

Dated: (County Board date)

Authored by: (Sponsoring Supervisor)

Co-Sponsored by:

Committee:

Committee Vote:

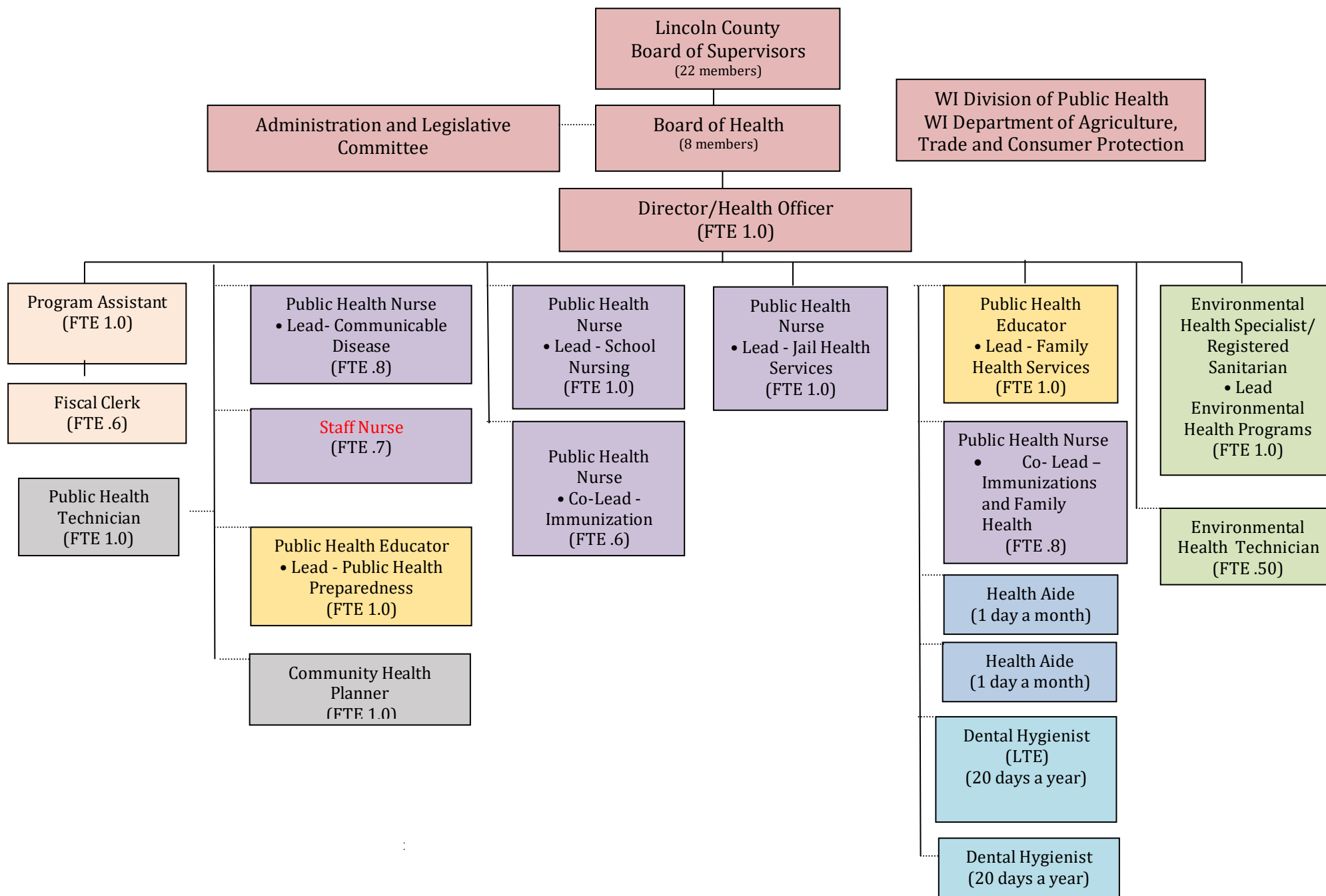
Fiscal Impact:

Date Passed:

Drafted by: Shelley Hersil

LINCOLN COUNTY HEALTH DEPARTMENT

ORGANIZATIONAL CHART – FEBRUARY 2024



**Lincoln County
Position Description**

Position Title: Staff Nurse

Department: Health Department

Pay Grade: G

FLSA: Exempt

Date: Draft

Reports to: Director/Health Officer

Purpose of Position

Provides support to population-based programs and services at the individual and family, community, and systems level in cooperation with public health nurses. Works collaboratively on the core public health functions of assessment, policy development, and assurance. Assesses, plans, implements, and evaluates nursing services delivered to individual clients with the goal of maintaining optimal health. Performs other duties as required.

Essential Duties and Responsibilities

This list of duties is not to be construed as all-inclusive, and may be modified as agency programs change and as agency needs requires.

Public Health Science

1. Provides individual nursing assessments, screening, and counseling of clients; referrals and follow-up as needed; training, technical assistance, and nursing delegation to personnel regarding the health of client.
2. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
3. Obtains and completes appropriate patient "Consent for Care" forms, ensures patient confidentiality and maintains orderly medical records. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
4. Assists in the evaluation outcomes of nursing interventions; works with others (clients and other professionals) to makes changes as necessary.
5. Links individuals, families and the community with needed resources. This also includes
 - Providing nursing in schools, homes, jail, offices, worksites, clinics, health fairs and other settings in the community based on nursing and public health principles, concepts, and practices under the direction of a public health nurse.
 - Providing services aimed at the promotion of health and the prevention of disease in individuals, families and groups under the direction of a public health nurse.
6. Documents patient assessment and intervention data in medical records. Uses established medical record forms, databases and documentation practices.
7. Assists in providing prevention and control of communicable disease through the initiation of epidemiological investigations and surveillance, interpretation of laboratory findings and physician's diagnosis to individuals and families in accordance to Wisconsin State Statutes.
8. Assists as needed in inspecting and provide consultation to touring rooming house facilities under the contracts with the State Division of Public Health and the State Department of

Agriculture, Trade and Consumer Protection.

9. Responds to individual client emergency situations in the clinical setting with basic life support and first aid skills.
10. Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities
11. Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

Analysis and Assessment

12. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
13. Foster the understanding and promotion of social and economic conditions that support good health.

Policy Development and Program Planning

14. Collaborates with public health staff to establish annual priorities and goals, assure departmental resources are used appropriately to achieve the priorities and goals, and to identify key program performance indicators.
15. Assist with the development of policies and plans that support individual and community health efforts and community and interpret such policies and plans to the public and other community agencies. This includes planning and managing client caseloads.
16. Assure competent public health workforce by assisting with and participating in training, advising, and orientation of public health staff and other community professionals.
17. Collaborates in the development, implementation and evaluation of long and short-range policies, plans and programs for public health and public health nursing in Lincoln County.
18. Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.

Community Partnerships

19. Assists as a liaison with other community agencies and professionals in collaborative efforts to address public health issues.
20. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available health department and community programs and services and are assisted in the utilization of those services.
21. Assists with researching for new insights and innovative solutions to health problems.

Communication and Cultural Competency

22. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
23. Delivers targeted, culturally-appropriate information to help individuals understand health promotion and disease prevention.

Financial Planning and Management

24. Assists with preparing grant proposals and monitor secured grants (research, implementation,

data collection, written reports, and fiscal planning/management).

25. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources

Leadership and Systems Thinking

26. Responsible for professional growth and development in pursuing education, participate in committees, conferences, workshops, in-services and contribute to a work environment where continual improvements in public health core competencies are practiced and pursued.
27. Maintain confidential client records and prepares and maintain reports such as daily activity reports and grant deliverable reports.
28. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
29. Participate in public health emergency response training and exercises in support of disaster preparedness. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
30. Respond to public health emergencies and or take weekend calls for public health emergencies. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
31. Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.

Other

32. Performs other duties as assigned consistent with job classification.
33. Maintains and secures equipment and supplies.
34. Provide back up for other professional staff as necessary.
35. Assist with answering the phone and other duties of support personnel as necessary.
36. Work evening hours when required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree or Diploma in Nursing from an accredited program and is currently licensed as a registered nurse in the state of Wisconsin. At least one-year experience in community nursing preferred.

Certification Requirements

- Maintains current CPR certification.
- Obtain and maintain training in respiratory fit testing, as applicable.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the

duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.

- Ability to use a variety of nursing equipment including syringes, stethoscope, otoscope, audiometer and other assessment and screening equipment, etc.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to utilize a personal computer for data management including word processing, e-mail and information gathering.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions.
- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Leadership Skills

- Ability to assign and review the work of others.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra and descriptive statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including patient charts, health records, diagnostic reports, lab reports, immunization forms, referral forms, medical references, policy and procedure manuals, educational materials, etc.
- Ability to prepare a variety of documents including patient records, daily activity reports, referral forms, disease forms, telephone log, assessment results, letters and other correspondence, educational materials, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to administer immunizations to infants, children and adults
- Ability to provide a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation, referral and follow up.
- Demonstrates knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association *Scope and Standards of Practice for Public Health Nursing* any other Federal and State laws and regulations applicable to practice as a nursing professional.
- Ability to work with groups including facilitation, collaboration, negotiation and conflict resolution.

- Demonstrates knowledge of data collection, analysis and interpretation techniques.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability:

- Ability to work effectively in a public health environment.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors, such as disease, may cause discomfort and poses a limited risk of injury.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date



awareness to action
Wisconsin
Child Sexual Abuse Prevention

PREVENTING CHILD SEXUAL ABUSE IN ORGANIZATIONS:

Policy and Procedure Training

- Attend an initial training to learn the CDC's 6 Core Components to protect children through sound policies and procedures.
- Develop a concrete action plan for the organization.
- Receive technical assistance and support from Awareness to Action staff on the implementation of the plan.
- Attend a meeting 3 and 6 months after the training to sustain the implementation of the plan.

Benefits

- Join a community of practice, enabling the sharing of both experiences and resources.
- Receive recommendations and connections with additional training opportunities for staff and parents/caregivers.
- After the initial 6 months are completed, receive ongoing information and support from Awareness to Action and the community of practice.
- Advance the safety and well-being of kids!

FAQs

Is your workshop really FREE?

Yes. We are funded by the Child Abuse & Neglect Prevention Board, so we are able to provide this important training to your organization at no cost to you.

Do you present your workshop to the kids at school?

No, our workshop is for adults who work with kids.

Who should attend this workshop?

We recommend staff members with decision-making power attend, as well as staff members who are directly responsible for helping kids stay safe. It is not necessary for all staff members in an organization to attend.

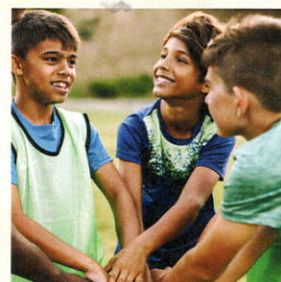
What are the next steps?

To schedule a workshop, you can email a2a@childrenswi.org, call Laura Staats at (414) 405-3763 or fill out the interest form on a2awisconsin.org/A2AWisconsin/Prevention.htm.



2024 To-Do list:

- ☐ Take action
to ensure your organization is keeping kids safe!
- ☐ Schedule a **FREE** in-person or virtual workshop.



Awareness to Action is dedicated to helping adults in organizations and communities create safe environments where children can thrive by preventing child sexual abuse.

PREVENTING CHILD SEXUAL ABUSE

IN ORGANIZATIONS

The Centers for Disease Control and Prevention (CDC) has developed six key components for preventing child sexual abuse within youth serving organizations.

THE SIX COMPONENTS ARE:



COMPONENT 1:
Screening and Selecting Employees and Volunteers

The goal of this component is to select the best possible people for staff and volunteer positions and to screen out individuals who have sexually abused youth or at risk to abuse.



COMPONENT 4:
Ensuring Safe Environment

The goal of this component is to keep youth from unsafe physical environments and interpersonal situations in which they are at increased risk for sexual abuse.



COMPONENT 2:
Guidelines on Interactions Between Individuals

The goal of this component is to ensure the safety of youth in their interactions with employees, volunteers and with each other.



COMPONENT 5:
Responding to Inappropriate Behavior, Breaches in Policy, and Allegations and Suspicions of Child Sexual Abuse

The goal of this component is to respond quickly and appropriately to (1) inappropriate or harmful behavior, (2) infractions of child sexual abuse prevention policies and (3) evidence or allegations of child sexual abuse.



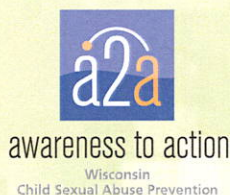
COMPONENT 3:
Monitoring Behavior

The goal of this component is to prevent, recognize, and respond to inappropriate behaviors and to reinforce appropriate behaviors.



COMPONENT 6:
Training About Sexual Abuse Prevention

The goal of this component is to give people information and skills to help them prevent and respond to child sexual abuse.



A2A provides training for youth serving organizations on enhancing their policies and procedures to protect children in their programs. Go to www.a2awisconsin.org for more information.