

**FIRST DISTRICT HEALTH UNIT**  
**Job Description – Contract Nurse**

**Job Title:** Contract Nurse      **Reports To:** Director of Nursing

**Summary:** Contract Nurse functions as a vital member of the healthcare team who contributes to the success of Public Health by demonstrating customer/patient focus, effective communication, professionalism, and teamwork. Utilizes the nursing process to assess, plan, implement, and evaluate comprehensive care provided to selected client populations and their families. Instructs individuals and families in health education and disease prevention in Public Health by performing the following duties:

**Specific Duties:**

- Implementing and participating in immunization and vaccination programs for both children and adults.
- Advising, supporting, and administering vaccinations for traveling patients.
- Performs basic nursing care to clients by following established standards and procedures.
- Prioritizing health problems and intervening appropriately in order to assist patients in emergency, complex, or urgent situations, including commencement of valuable emergency care.

**Essential Duties and Responsibilities:** Other duties may be assigned to meet the needs of clients.

**Compensation:** Hourly contract pay dependent on licensure and experience

**Desirable Knowledge, Skills and Abilities:**

- Ability to recognize the needs and concerns of people and to maintain constructive relationships in dealing with them.
- Knowledge of the growth and development of infants, children and adolescents.
- Excellent physical assessment skills.
- Ability to handle sensitive issues in a mature, confidential manner with integrity and tact.
- Working knowledge of vaccines and immunization schedules.
- Working knowledge of community organizations that provide assistance to children and families.

**Requirements:**

- Must be eligible for Professional Liability Insurance.
- Must be certified in CPR.
- Must have a current driver's license.
- Must provide immunization record prior to employment.
- Must have ACIP vaccines recommended for healthcare workers.
- Annual influenza vaccination required.
- COVID-19 vaccination is strongly recommended.