



## HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ 850 MAIN ST. ★ DALLAS, OR 97338-3174  
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### ★★★ RECRUITING ANNOUNCEMENT ★★★

**Position:** **Community Health Nurse – Immunization Coordinator**  
**Department:** Polk County Public Health  
**Status:** Part Time (32 hours/week)  
**Schedule:** 8:00 a.m. – 5:00 p.m. Mondays through Thursdays  
**Salary:** \$3,941 - \$4,989 (starting salary is typically at the lower end of the range)  
plus excellent benefit plan  
**Application Deadline:** **Until sufficient applications are received**

**Duties:** Performs a variety of nursing duties in a generalized public health nursing program. Specific assignment areas include Immunizations and Family Planning. Serves as a resource to the general public and the medical community on immunization practices. Provides Family Planning Services. Participates in the Family Planning Clinic. Provides follow-up between clinics. Promotes family planning services with other clinics within the department and with other community agencies. Completes required reports and collects required specimens. Provides support to delegate agencies. Assists with annual survey of all schools to determine level of eligibility. Assists with planning and implementing annual flu vaccine campaign. Assists with the Public Health Emergency Preparedness program in cooperation with county, state and federal agencies. Coordinates and participates in PHEP exercises. Acts as support for the community liaison for Emergency Preparedness issues. Collaborates with community health providers, partners and agencies to provide more effective health care delivery to community members. Performs related duties as required.

**Minimum Qualifications:** Graduation from an accredited school of nursing with a baccalaureate degree in nursing, and a minimum of one year experience in public health or clinical setting; or any equivalent combination of experience and training.

**Special Qualifications:** Licensed to practice as a Registered Professional Nurse in the State of Oregon at the time of appointment. Passing a criminal background check in accordance with law (ORS 181.533 et seq) may be a requirement for employment in this position. Must possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment.

**How To Apply:** A Polk County employment application is required. Obtain application from [www.co.polk.or.us](http://www.co.polk.or.us), Courthouse, or Jobline at (503) 623-1888. Submit application to: Polk County Human Resources, 850 Main Street, Dallas, OR 97338, e-mail to [HR@co.polk.or.us](mailto:HR@co.polk.or.us) or fax to (503) 623-1889. To apply for Veterans' Hiring Preference, please complete the form available from our website or the Courthouse lobby.

**\*\* Do not submit a résumé, reference letters, transcripts or certificates with your application. They will not be considered at the application stage. You may provide them at the interview, if you are selected to interview. You may include a cover letter, if desired.** Polk County will not process applications that are: not signed, illegible, delayed/lost in the mail, or incomplete as a result of e-mailing/faxing.

Equal Opportunity Employer  
Reasonable accommodations for applicants with disabilities will be provided upon request.