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Notice of Job Vacancy

DATE: February 19, 2026

POSITION: *Registered Nurse*

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job description

DESIRED REQUIREMENTS: Current Illinois License as a Registered Nurse. Must have a valid driver's license and proof of insurance.

STARTING SALARY: \$55,000- \$60,000

APPLICATION PERIODS: February 19 - 25, 2026 – (Internal)
February 26, 2026 - until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.

Vermilion County Health Department
Job Description: 08/26/2024; Revised 06/13/2025

Nurse

Supervisor: Director, Community Health Services

Distinguishing Features of Work:

With specific direction and routine supervision from the Nursing Supervisor - Communicable Disease and Immunizations performs duties of a highly professional nature in the area of communicable disease investigation/intervention and immunization programs. Other program areas include tuberculosis, sexually transmitted diseases and lead monitoring/investigations. This position provides direct services and assures compliance with regulatory procedures established for immunizations, epidemiological investigations and communicable disease control protocols which may include direct observed therapy, isolation and quarantine orders.

Basic Duties and Responsibilities:

- Conduct comprehensive assessments of patients' health status and needs.
- Develop and implement individualized care plans based on patient assessments and medical history.
- Administer medications and treatments as prescribed, ensuring adherence to safety protocols.
- Monitor patients' progress and respond to changes in their condition promptly.
- Educate patients and their families about health management, treatment options, and preventive care.
- Maintain accurate documentation of patient care activities in compliance with HIPAA regulations.
- Collaborate with healthcare providers, including physicians and case management teams, to coordinate patient care effectively.
- Provide support in specialized areas such as internal medicine, and pediatric care when necessary.
- Utilize electronic health record systems (e.g., Epic) for documentation and communication purposes.
- Perform minor procedures under the supervision of a physician when required.
- Requires the ability to collect and submit specimens to laboratories as required for communicable disease detection.

- - a. Blood specimens,
 - b. Stool specimens,
 - c. Sputum specimens,
 - d. Nasal/Oral Swab specimens.
- Maintains compliance with the participation and reporting requirements with the Illinois Disease Surveillance System (IDSS), & Illinois Comprehensive Automated Immunizations Registry I-CARE state reporting INEDSS.
- Assists in performing a variety of informational and educational activities involved in the control of communicable disease; assists in preparing and presenting lectures on communicable disease to school groups and the general public; also includes acting as a resource person for in-service education and training programs for VCHD staff.

Incumbent may be required to work before, during and/or beyond normal work hours or days in the event of an emergency. Emergency duty required of the Incumbent includes working in special needs or Red Cross shelters, or performing other emergency duties including, but not limited to, response to or threats involving any disaster or threat of disaster, man-made or natural. All employees are to complete mandatory training and health screenings within the required timeframe, as deemed necessary by the Department.

Required Education and Experience:

- Requires certification of graduation from a school of nursing approved by the Department of Professional Regulation; and,
- Requires a current Illinois license as a Registered Nurse by examination.
- Preference may be considered for applicants with a Bachelor of Science degree in nursing.
- Knowledge of internal medicine practices and common ailments is desirable.
- At least two years of full-time nursing experience (experience directly related to assigned programs, i.e., infection control, immunization, Tuberculosis and medical/surgical) is preferred but not required.
- Experience in case management is preferred but not required.

Knowledge, Skills, and Abilities:

- Familiarity with the legal medical aspects of public health nursing is preferred.
- Requires the ability to follow verbal and written direction and administer therapeutic prescriptions.
- Requires the ability to communicate clearly and concisely, both orally and in writing.
- Proficiency in using electronic health record systems is preferred.
- Requires working knowledge of professional nursing theory and practices and apply general nursing techniques and practices.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all clients or patient records, as well as the confidentiality and/or privacy of co-workers' records.
- All required licenses must be maintained in an active status without suspension or revocation through employment.

- Requires a valid driver's license and current proof of vehicular insurance.
- Requires a reliable motor vehicle for work-related travel. Travel may include training courses, conferences, meetings and client homes.

Work Environment:

These jobs generally operate in a professional or clinical office environment. These jobs may routinely require the use of specialized health or physical assessment equipment, such as, lancets, syringes, needles, and vacutainers and/or standard office equipment, such as, computers, printers, photocopiers, telephones, filing cabinets and fax machines.

Physical Demands:

These jobs are largely sedentary; however, some work activities may occasionally require significant body movement. This required body movement may include bending, kneeling, stooping or lifting 40 pounds. These jobs also require the ability to sense, detect, and identify medical and/or nutritional conditions, as well as the ability to communicate and exchange information regarding all aspects of these jobs.

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of this position.

Incumbent Signature:

Date:

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Discussed with Employee: Yes.....

No.....

Supervisor Signature:

Date:

Approval of the Administrator and Health Officer:

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Date:

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