

# Registered Nurse

Date Posted:	May 13, 2019
Department:	Public Health
Compensation:	\$25.42 per hour
Hours	40 hours per week
Deadline:	Friday, May 31, 2019 at 4:30pm

## **Job Summary:**

To provide a full range of public health nursing, health case management and community health services to individuals, families and the community; and to perform related duties as assigned.

## **Essential Functions:**

### **70% Health Services**

1. Provides direct skilled nursing services to clients, individuals and families utilizing the nursing process (assessment, reassessment, planning, implementation, monitoring of health status and evaluation) in areas of primary prevention, health promotion, disease prevention and control, nursing care to the ill and disabled, and mental health. This includes a plan of care with expected outcomes and ongoing evaluation and modification of plan as deemed necessary.
2. Plans with family and physician for care which is feasible within the physical, financial and emotional resources of the family.
3. Assesses family dynamics, client health history, home environment and current health status through interviews, observations and analysis of records and teaches those in positions of responsibility to recognize the early signs of disease and deviations from normal health and initiates appropriate action. Interprets patterns of growth and development and promotes optimum development for each individual.
4. Interprets health findings and provides prescribed treatment. Provides treatment as recommended by physician, obtains medical orders as needed, alerts and consults with physician when changes to treatment plan are observed and obtains orders to verify changes.
5. Provides crisis intervention for case situations as they occur.
6. Teaches and supervises family members, auxiliary personnel and others providing nursing care.
7. Shares in procedures designed to prevent and control the spread of communicable diseases and applies measures for prevention and control as required by local health regulations.
8. Teaches basic principles of healthful living in relation to changing needs of individuals in all age groups adapting and applying information from related fields such as nutrition, safety, education, psychiatry and dentistry.

9. Obtains laboratory specimens when indicated, performs tests as authorized and interprets the findings to individuals and/or families. Performs laboratory quality control as needed.
10. Assists families to accept appropriate medical, hospital, welfare and other care as necessary. Acts as client advocate within health system. Helps families to develop attitudes and practices that promote health and appropriate use of the health care system.
11. Initiates referrals and assists client to gain access to appropriate community resources (WIC, Family Planning, Hospital, Medical Clinic, Social Services, Headstart, IEIC, ECFE, Dental Clinic, Family Counseling, Child Protection, Nursing Home, etc) as needed.
12. Provide case management of clients, assuring that appropriate health services are provided.
13. Establishes fee/reimbursement for client service.
14. Provide discharge planning for clients.
15. Manages complex family issues and situations.
16. Understands and utilizes Public Health and the Public Health Nursing philosophy and knowledge and applies primary, secondary and tertiary prevention measures.
17. Communicates with physicians, nurses, social workers, schools, law enforcement, clergy and others regarding community/case needs.
18. Facilitates case conferences as needed with agency team, paraprofessionals and the Home Health Aide/Homemaker Coordinator, Transportation Coordinator and Social Worker to coordinate health care plans.
19. Documents daily account of client visit and assures that it is signed, dated and filed in the client's file according to agency policy.
20. Completes, submits and updates various client reports such as: admissions, data base, certifications, progress notes, and nursing care plans in a complete and timely manner.
21. Assures that the steps of the nursing process (data collection, assessment, planning, intervention and evaluation) are reflected in a written record regarding the care of agency clients.
22. Participate in the documentation and reporting of program outcomes.

### **20% Community Nursing**

1. Responds to emergencies that affect the public's health such as communicable disease outbreaks and nuisance problems as needed.
2. Provides consultation to individuals, families, community groups, worksites, and or health systems (such as the school), regarding health issues, disease issues, health education, and/or other health related subjects which might arise.
3. Develops and provides presentations and displays as requested.
4. Coordinates and participates in screening clinics (hearing, vision, CTC, scoliosis, BP, pregnancy tests, senior care clients, etc.) and health fairs as assigned. Manages client flow at the clinics and completes exit interviews.
5. Provides immunization updates.

6. Develops and participates in outreach activities to the community for agency programs.

### **5% Administrative Duties**

1. Contributes to the planning of agency goals and programs
2. Evaluates effectiveness of programs
3. Represents the Public Health Nursing department to community groups by providing information, teaching seminars, classes, etc.
4. Attends meetings, seminars, and conferences to keep abreast of changes in policies, procedures and concerns of the public health nursing profession and the program areas assigned to.
5. Answers intake and referrals calls when assigned.
6. Rotates weekly call with other staff.
7. Participates in case record reviews quarterly and/or continuous quality assurance program.
8. Accountable for enforcing and following safety rules and policies.
9. Provides statistical information for quarterly and annual reporting.
10. Maintain vaccine supply, storage, records and reports per regulations and policies.

### **5% Supervision**

1. Demonstrates, teaches, plans and supervises paraprofessionals and other health personnel whether regarding specific client nursing care, community clinic, and other setting as appropriate per situation.
2. Participates in the evaluation of paraprofessionals and other health personnel.
3. Performs other related duties as assigned.
4. Respond to Public Health emergencies as directed.

### **Minimum Qualifications:**

- No less than a 2 year Associates Degree, RN License, and current CPR certificate
- 2 years experience
- Valid driver's license

### **Physical Demands Analysis:**

In a typical 8 hour work day, this person sits 4 hours, stands 2 hours and walks 2 hours. Notable physical demands include:

1. Frequent bending, crawling, climbing, crouching, kneeling, pushing and pulling.
2. Lifting and carrying of up to 34 pounds up to 1/3 of the time. On rare events, the person may need to lift and move clients.
3. Continuous need for verbal conversation and hearing normal conversation. Frequent need for written communication ability.
4. Continuous need to see with near acuity, far acuity, full field of vision, with depth perception and distinguishing colors.

5. Occasional exposure to temperature changes and humidity as encountered by going indoors and outdoors and working in sometimes poorly ventilated private homes.
6. Occasionally works with vaccines, alcohol and cleaning supplies.
7. Frequent use of hands at all heights from ankle to overhead height.
8. May have occasional exposure to body fluids and other biological agents.

**Benefits:**

This position will receive the following benefits:

- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Insurance (Health, Dental, Life)
- Voluntary Retirement Plans

**Salary**

\$25.42 per hour (Range 13, Non-union, exempt position)

**Hours of Work**

Office hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Pension**

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

**INSURANCE**

Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$32.88	\$890.44
\$750 Deductible	\$0	\$679.92
\$2000 Deductible	\$0	\$236.58

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$37.98

Single plus one: \$68.30

Family: \$112.02

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.