



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: 11/27/2018

Title of Item: Personnel Committee Recommendation, Update PHN Job Description

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Bobbie Danielson	Department: Human Resources Dept.
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 2
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Summary of Issue:

11/13/2018 Personnel Committee unanimously recommends:

Update the PHN job description to include providing direct case management services to medically-fragile individuals within any of the HHS program areas.

Changes are underlined on Page 1 of the attached job description.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

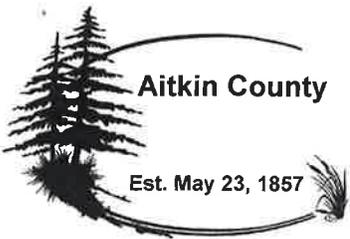
Motion to approve the revised PHN job description as proposed.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No Please Explain:



Position Description

*f-cmtc -
Unanimous
OK 11/13/18*

PUBLIC HEALTH NURSE

Department Health and Human Services Department, Public Health Division
Grade Grade 10
Reports to Public Health Nursing Supervisor
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To perform professional public health nursing services to ensure proper administration and coordination of established public health programs. To prevent disease and promote health and wellness to individuals, families, groups and all citizens of Aitkin County.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Researches, assesses and makes recommendations concerning a diverse population of clients and families in a variety of settings by conducting health assessments in client homes and at public health clinics. Utilizes comprehensive assessment techniques to include a review of physical, functional, mental and socioeconomic status; family dynamics, roles and support systems; and educational needs. Interprets health screening findings to the client and or/family. Makes or assists with referrals to local health providers and community agencies.
2. May be assigned to provide direct case management services to medically-fragile individuals within any of the Health and Human Services programmatic areas. Case management services include assessment of need, care planning and implementation, collaboration with interdisciplinary teams, authorization of client service agreements, community referrals, supportive services and service coordination.



Position Description

3. Performs ongoing evaluation of client and family status and meets public health nursing care needs of a selected case load. Provides comprehensive case management and coordinates services provided through a multidisciplinary approach collaborating extensively with multiple community agencies.
4. Provides public health education in the community. Meets with physicians, school personnel, Health & Human Services personnel and other interested parties to promote optimum health practices and develops health education classes and programs throughout the county for various community groups and public health programs.
5. Reviews documentation in charts to ensure compliance with federal, state and contracted provider rules and regulations for the specific program area. Initiates, maintains and updates various records and prepares reports of work activities, communicable diseases and other subjects for physicians and department, grant and program administrators at a county and/or state level.
6. Investigates and monitors reports of communicable diseases and undertakes disease prevention and control activities in accordance with public health policies, including adult and child immunization clinics. Coordinates efforts with physicians, school personnel and others regarding spread and treatment of the disease.
7. Participates with other members of the community in assessing, planning, implementing and evaluating health services including the promotion of a broad continuum of primary, secondary and tertiary prevention of illness. Represents the department on various advisory committees and at community activities throughout the county to determine community needs and assist with goal implementation and activities related to the promotion of health and the prevention of disease.
8. Ensures that clinical documentation and department billing, such as vouchering, invoicing and time recording, is timely, accurately completed, kept secure and confidential and maintained consistent with Public Health policies and procedures.
9. Pursues professional growth experiences, opportunities and trainings.
10. Participates in the development, planning, reassessing, implementation and evaluation of an emergency preparedness plan for the county. May be required to report for specialized assigned duties or perform emergency response roles.
11. Attends training and meetings as needed.
12. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree from an accredited school of Nursing, Registered Nurse License and Public Health Nurse Certificate, both issued by the Minnesota Board of Nursing, and CPR Certification.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. Knowledge of County and departmental policies, procedures, and practices.
2. Public health nursing and case management practices.
3. Current medical trends and evidence based nursing practice.



Position Description

4. Emergency procedures.
5. Family and group dynamics.
6. Community resources and referral processes.
7. Federal, state, county and contracted provider health-related laws and regulations of various program areas.
8. The role of Health & Human Services workers in the population served.
9. The Public Health Division's mission, policies and procedures.
10. Legal responsibility for the standards of practice in the area of public health nursing.
11. The third-party payer system.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, coworkers, and the general public sufficient to exchange or convey information and to receive work direction.
2. Computer and typing skill sufficient to complete 30 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.
5. Use and operation of a variety of medical and laboratory tools and equipment.
6. Operating modern office equipment.
7. Operating a motor vehicle safely.
8. Weighing and measuring adults and children accurately.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Communicate effectively, both verbally and in writing with clients, families, physicians and other professionals and coworkers.
4. Implement plans of care, evaluate and revise the plans on an ongoing basis.
5. Make independent decisions in altering plans of care to fit individual situations.
6. Advocate for and make care plan recommendations to clients, families and professionals based on the client's and/or family's needs and characteristics.
7. Establish and maintain effective and supportive public relations sufficient to interpret and convey information, policies and legal requirements to inquiring individuals and organizations.
8. Integrate knowledge of public policy and resource management into program development.
9. Determine applicant eligibility based on demographics & health status.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.



Position Description

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Public Health Activity Tracking (PHAT), SSIS, MMIS, HuBERT, MIIC, FAP, and Internet.

Ability to Travel

Frequent travel is required to client home visits, public health clinics, trainings, and meetings throughout the county, region and state.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including deteriorating housing, aggressive and/or threatening clients, unrestrained and/or aggressive animals and pets, infection and chronic disease exposure, and inadequate and/or poorly maintained roadways / driveways.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, lab and clinical equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements



Position Description

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The 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 and current employees to discuss potential accommodations with the employer.

05/13/2014

10/16/2018 - revised

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”