



**CASPER-NATRONA
COUNTY HEALTH DEPARTMENT**

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www.casperpublichealth.org

Job Announcement:

Job Title: Adult Health Public Health Nurse Case Manager
Opening Date: February 1, 2017
Closing Date: Open until filled
Salary: \$4,160 - \$5,026 monthly
Job Type: Full-time, Non-Exempt
Location: Casper, Wyoming

General Description:

Medical Case Management (MCM) services include client centered services that implement the clinical treatment plan, including linking clients with health care, psychosocial, and other services. The MCM ensures timely and coordinated access to medically appropriate levels of health and support services as well continuity of care through ongoing assessment of the client's needs and personal support systems. Clients are seen in their home, assisted living or skilled nursing facility.

A nurse in this position will perform assessment, planning, implementation, coordination, monitoring and evaluations to individuals receiving services in their homes and assisted living environments. The nurse will provide skilled nursing services, including home health aide (certified nursing assistant) supervision, when appropriate. CNCHD expects the nurse to participate and collaborate with other community organizations serving the same client population. This position may participate in epidemiological (vaccine preventable) investigations. The employee in this position will become competent in public health emergency preparedness activities.

Specific Duties and Functions:

Adult Public Health:

- Provide skilled nursing services as necessary, such as, filling medication planners, provide wellness checks and monitor chronic diseases (e.g. diabetes and hypertension).

- Health care management; collaborate with and carry out physician orders for treatment and medications. Assist client in scheduling appointments and transportation as necessary.
- Identify needs and refer to community resources as needed, attempting to meet the patient individual hierarchy of needs (food, shelter, medication).
- Train, instruct, and monitor home health aides.

LT 101 Assessment:

- The assessments is a point in time assessment designed to be an indicator of what the client's level of functioning is during the intake.
- One must adhere to the expectations for home health license requirement, state laws, and nursing scope of practice.
- This assessment requires critical thinking skills based on objective and subjective data collected during the assessment.

Medical Case Management:

- Conduct initial pre-screening of clients to determine eligibility for services and appropriateness of case management services.
- Perform client intake and needs assessment including completion of all required paperwork.
- Complete client assessment and reassessment on at least a monthly basis or as condition changes. Providing specialized health education, clinically assess physical, mental and safety needs of the client in their own home. Clinically assess client's medication adherence.
- Develop a comprehensive care plan jointly with the client that includes short and long term goals focused on attaining, maintaining, and achieving positive health outcomes.
- Refer and link clients to appropriate services within the system of care that promote positive health outcomes, treatment adherence, and greater self-sufficiency. Monitor the client's follow through with these services.
- Adhere to professional boundaries by not transporting clients, not having dual relationships (e.g., serving as payee or accept poser of attorney), and not serving a client that is a staff member at the agency where you work.
- Evaluate effectiveness of services based upon client outcomes in the comprehensive care plan.
- Completion of objective, timely medical documentation within 72 hours of any client contact or visits.

Adult Protection Team:

- Participate and collaborate with investigations and assessments.

Outside Community Organizations:

- Attend assigned meetings.
- Participate in community functions and outreach as appropriate.

HIV Case Management:

- Provide comprehensive case management services for individuals enrolled in the Wyoming Department of Health HIV Services Program.
- Facilitate access to efficient use of all available resources in the care and treatment system.
- Clinically assess these individual's medication adherence.
- Clinically assess their physical, mental and safety needs.
- Trouble shoot navigation of the health care system.

Staffing and Education:

- Assists with the recruitment of nursing staff.
- Participates in staff orientation activities, including support staff, ensuring that staff are able to implement the public health model.
- Participates in professional development opportunities to improve knowledge and skills.
- Participate on local community boards as requested.
- Precept students to public health nursing.
- Provide program education to resident physicians.

Miscellaneous Job Duties:

- Participate in epidemiologic investigations as assigned. May be asked to conduct epidemiologic interviews with case patients and control subjects. Maybe asked to assist with contact investigations and epidemiologic contact tracing activities.
- Participate in Public Health Emergency Preparedness activities.
- May be asked to cross train in other public health programs.

- Other duties as assigned.

Minimum Qualifications:

- Baccalaureate Degree or higher in Nursing (BSN) and one year experience as a case manager or an Associate degree in Nursing and four years of work experience as a case manager.
- Speak, read and write English language.
- Proficient computer skills.
- Successfully complete medical evaluation on hire.
- Successfully complete immunization review on hire.
- Successfully complete drug screening on hire.
- Successfully complete Background and Central Registry Check.
- Possess a valid State of Wyoming driver's license.

Preferred:

- Experience with public health programs a plus.

Responsibility/Accountability:

This position reports to the Adult Health Program Manager.

Knowledge, Skills, and Abilities:

- Ability to maintain relationships based on trust, support and growth with team colleagues, administrative staff, and community partners.
- Able to work on own initiative with minimum of supervision.
- Ability to chart services accurately.
- Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.
- Ability to openly communicate with other employees and the general public in a positive fashion.
- Ability to follow written and oral instructions.
- Ability to perform a variety of clerical tasks, including filing and bookkeeping.
- Possess problem solving and planning skills.
- Knowledge of office practices and procedures.
- Ability to travel to various locations in community safely.

ADA Essential Requirements:

- Vision adequate for daily work, corrected vision of 20/40- on the Sneller scale.
- Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.
- Must have the ability to lift twenty pounds from floor to waist level.
- Reasonable accommodations will be addressed, based on the Position Description.

Potential Hazards Includes:

- Potential exposures to communicable disease from direct/or indirect personal contact.
- Use of vehicles/or equipment.
- Injury due to awkward positions, and prolonged computer work.
- Exposure to chemical agents, to include reagents, sanitizers and other chemicals associated with routine and incidental assignments.

Performs Other Duties as Assigned

The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of all the work requirements inherent to this position.

How to Apply:

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper Natrona County Health Department. You may submit your letter of intent and resume/CV electronically or mail a hard copy to the following address:

Mary Ann Lembke, RN, BSN
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