



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

REGISTERED NURSE OR PUBLIC HEALTH NURSE

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Health and Human Services, Health Division
LOCATIONS: Countywide
SALARY: R.N.: Range 78 \$5303 \$5563 \$5846 \$6138 \$6445**
P.H.N.: Range 80 \$5559 \$5841 \$6136 \$6440 \$6761**

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: A Registered Nurse/Public Health Nurse is responsible for providing health care services to individuals within the community setting, including: public health nursing, family planning clinics, jail and juvenile facility nursing, immunizations, communicable disease follow-up, and home visits to high risk families. Functions under established nursing policies, procedures, and protocols.

ESSENTIAL JOB DUTIES: Provides nursing services to individuals in the community; participates in epidemiological investigations in the home, school, or community; participates in the operation of public health clinics by interviewing and counseling patients, performing diagnostic tests, giving prescribed treatment, recording data, and making necessary referrals; utilizes teaching and communication skills to provide accurate and current information to family planning clients; provides medical and psycho-social care to inmates; utilizes medical interviewing techniques to obtain information needed for thorough inmate assessment; administers immunizations; performs assessments on high-risk family referrals and provides health education and counseling as needed. Performs related duties as required.

OTHER EXAMPLES OF DUTIES:

Family Planning: Knowledgeable of the psycho-social and medical aspects of sexuality, pregnancy, parenthood, infertility, fertility, pregnancy alternatives, contraception, and sexually transmitted diagnoses; utilizes teaching and communication skills to provide accurate and current information to the family planning client.

Jail/Juvenile Facility Nursing: Provides and coordinates medical and psycho-social care to inmates, under the direct supervision of the facility physician; utilizes medical interviewing techniques to obtain information needed for thorough inmate assessment; awareness of jail/juvenile facility security issues and problems, preservation of evidence, and usual jail routine.

Child and Family Services Nurse: Performs assessments in all high-risk family referrals to include bio-physical aspects, parent-child relationship, general child care, nutritional intake, and growth and development; provides pre-pregnancy preparation classes for women seeking pregnancy and parenting classes for families; participates in Multi-Disciplinary Team case reviews; participates in related community service activities as needed.

Immunizations: Knowledgeable of childhood and foreign travel immunizations to include: schedule, possible reactions and appropriate response. Administers immunizations appropriately and is alerted to possible anaphylactic reaction and treatment.

Communicable Disease Control: Understands communicable disease process to include: infectious agent, reservoir, model of transmission, incubation period, and period of communicability; assists with identification and treatment disease (if indicated), and epidemic follow-up.

EMPLOYMENT STANDARDS

Registered Nurse: Must possess a current California Registered Nurse license.

Public Health Nurse: Must possess a current California Registered Nurses license; Public Health Nurse certificate with a B.S.N. degree.

Knowledge of: Standards of medical practice; general community nursing procedures and pharmacology; documentation procedures; sterile and aseptic techniques; pertinent local, state and federal rules, regulations and laws; standard and accepted office procedures, methods, and computer equipment; cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health and human services.

Ability to: Work independently and within the Scope of Work for a Registered Nurse; assess and evaluate patients and create appropriate treatment plans; learn community resources and support; interpret and apply pertinent Countywide or Departmental policies and procedures; understand and follow oral and written instructions; keep accurate records; function effectively as part of a team; feel comfortable providing outreach and education to persons with diverse backgrounds and health problems. Must have ability to produce written documentation by hand or computer, and sit, stand, walk, twist, and lift and carry up to 30 pounds, climb and descend stairs. Consistent attendance is an essential function of the position.

Special requirements: Must show proof of Rubella, Measles, and Hepatitis B immunizations; Incumbents must possess and maintain a valid California Registered Nurse License (with Public Health Nurse qualifications, if applicable) during the term of employment and ***must provide proof of licensure at the time of application.*** Must have physical ability to produce written documentation by hand or computer; sit, stand, walk, twist, and lift and carry up to 30 pounds; climb and descend stairs. Must possess a valid CPR certification and maintain during term of employment, and possess a valid California driver's license.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening and oral interview.

APPLICATION: **Application and a copy of current R.N. license** must be received in the Personnel Office, P.O. Box 249, Independence, CA 93526. **This recruitment will remain open until position is filled.** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements like, "See/Refer to Resume," or "See Attached".**

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.