



Nurse Public Health Case Manager

CLASS DEFINITION AND DESCRIPTION:

This classification series is responsible for conducting paramedicals, carrying a caseload of IHSS cases, and coordinating/consulting with social worker staff on the medical needs of clients.

The Nurse Case Manager class series differs from the typical nursing classifications such as Licensed Vocational Nurse, Registered Nurse, and Public Health Nurse in that Nurse Case Managers carry a caseload and conduct in-home medical visits in support of social services functions.

The Senior Nurse Case Manager is the level requiring the Registered Nurse license as well as possession of the Public Health Nurse certificate. Positions in this classification can handle the full range of nursing/medical caseload duties and can additionally be responsible for APA and Foster Care/CHDP work.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher-level departmental staff. Responsibilities of the Senior Nurse Case Manager may include the direct supervision Nurse Case Assistants as well as other, lower level staff.

TYPICAL DUTIES, EMPLOYMENT STANDARDS AND KSAS:

Depending upon assignment, duties may include, but are not limited to, the following:

- Conduct in-home visits to assess the medical and social services needs of clients.
- Take and record temperatures, pulses, respirations, and blood pressure readings; observe and report symptoms, if required.
- Provide problem-solving intervention with clients and referral of services to community resources.
- Serve a liaison between medical community, social work staff, providers, and clients of service to facilitate implementation of health care plan.
- Arrange for appropriate medical follow-up.
- Provide case management for clients which includes conferring with other professionals, coordinating services with other social and/or health agencies, and making referrals when appropriate/necessary.

- Educate and counsel individuals and families regarding certain health care issues.
- Keep and maintain records, forms, and files.
- If assigned, supervise, assign, train, and evaluate subordinate employees.
- Perform related duties as assigned.

Knowledge of:

- Nursing theory, principles, and practices.
- Causes, treatment, prevention, and early detection of communicable or chronic diseases and handicapping conditions.
- Federal, state, and local laws and regulations governing public health.
- Child growth and development theory and principles.
- Cultural differences in health care.
- Nutrition and preventative medical and health practices.
- Community resources.
- Medical terminology.
- Medical equipment and supplies and their use.
- Emergency care including CPR.
- Use, administration, and effects of narcotics and medicines.
- Social Services mission and programs.

Ability to:

- Perform medical assessments.
- Administer immunizations and to recognize their possible side effects.
- Take medical histories.
- Provide training for support staff and providers on proper care.
- Work independently and as part of a team.
- Maintain and interpret medical records and reports.
- Establish and maintain effective line of communication and with clients, community members, and fellow workers.
- Give and follow oral and written instructions.
- Work under conditions of changing priorities and tight time schedules.

MINIMUM QUALIFICATIONS:

An associate's degree in nursing is required; however, a bachelor's degree in nursing is highly desirable; **AND** possession of a valid license to practice as a Registered Nurse in the State of California; **AND** possession of a valid Public Health Nurse certificate; **AND** one (1) year of full-time experience performing professional nursing duties at the journey level.

SPECIAL AND DRIVER'S LICENSE REQUIREMENTS:

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

