



**REGISTERED NURSE**  
**(MSS CLASS TITLE: NURSE CASE MANAGER)**

**DEFINITION:** A Registered 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.

For Merit Systems Services Class Specification click on link here:

[MSS Class Specification: Nurse Case Manager](#)

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

**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 during the term of employment. 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.