

# Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



## POSITION DESCRIPTION

<b>Job Title</b>	<b>Public Health Nurse, Complex Medical Help (CMH)</b>
<b>Team</b>	Nursing
<b>Supervisor</b>	Nursing Supervisor
<b>Director</b>	Director of Nursing
<b>Programs</b>	CMH, Complex Medical Help
<b>Funding Sources</b>	CMH
<b>Civil Service and FLSA Status</b>	Non-exempt, Classified
<b>Appointment Status</b>	Full-time
<b>Grade/Classification</b>	23 / \$22.50 to start +3.5% upon successful completion of probation
<b>Insurance Benefits</b>	Eligible for full-time benefits
<b>Leave Benefits</b>	Eligible for holiday, vacation, sick, personal
<b>Regular Hours</b>	40

### JOB SUMMARY

Full-time hybrid position with 80% remote option. This position may be remote for 80% of the time, with performance measures met or exceeded. Performance measures include but are not limited to number of encounters, completed referrals, program retention rates, and number of billable units.

The Complex Medical Help (CMH) Public Health Nurse will maintain and manage a caseload of clients through the Complex Medical Help (CMH) program

### EDUCATION & QUALIFICATIONS

Associate or Bachelor of Science in Nursing from an accredited school of nursing. Experience in public health nursing, related experience preferred. Current CPR certification. Valid Ohio Driver's License with state minimum insurance and acceptable driving record.

### ESSENTIAL FUNCTIONS

Case Management through Complex Medical Help (CMH) Program:

- Maintain and manage a caseload of clients
- Conduct visits through in-person home/field visits or telehealth or phone encounters:
  - assess clients, support systems and environments.
  - work with families to develop care plans and health outcome goals
  - link families to services, coordinate services,
  - provide information and education for families
  - continuously reassess to assure service needs of clients are met
- Maintain knowledge of local and state resources, both health and socioeconomic, and the referral processes:
  - establish a collaborative working relationship with community partner agencies, hospitals, institutions, specialty clinics
  - coordinate with other agencies and counties for comprehensive client care.
  - respond to phone, e-mail and fax inquiries from clients, physicians, hospitals and other care professionals

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- Complete documentation and reporting about case management activities. Maintain accurate and timely patient records in all applicable databases and electronic medical record systems. Maintain prompt and accurate billing for all activities related to services.
- Follow procedures for referrals and diagnostic workups as well as regulations/ laws/ rules/ guidelines including HIPAA, record retention, bloodborne pathogen prevention.
- Provide home visits to provide vaccination as needed.

## Community Engagement and Collaboration:

Health promotion: provide disease prevention and health promotion education to clients and families in a variety of settings: health fairs, clinics, homes, schools and other sites as requested. Provide health screenings as requested.

Maintain and increase knowledge and skills through attendance at meetings, workshops, conferences and in-services. Complete required courses, attend assigned meetings and training in public health in response to an emergency. Participate in drills, exercises and practices for emergency response.

Maintain internal records and reports. Sign in for all meetings, training, workshops, exercises and all other events attended. If coordinating a meeting, maintain a copy of sign in sheets and documentation of events. Maintain accurate and complete time tracking.

## Project Management:

- Attend CMH program updates.
- Stay current with standards of care, new treatments, best practices that are part of clients' care plans. Seek out and attend applicable training courses as part of continual workforce development.
- Demonstrate cultural humility through practice.
- Identify areas of necessary improvement and participate in the Plan - Do- Check - Act process as part of continuous quality improvement.
- Participate and assist with quality assurance surveys, chart reviews and audits both internal and external; participate in customer satisfaction survey processes.

Public Health Emergency Response: According to the public health threat, participate in the public health response as needed to include but not limited to mass dispensing, canvassing, screening, supporting emergency shelter, public information, recall for post or pre-exposure prophylaxis, case investigation, response management, etc.

Be prepared to respond outside of business hours in circumstances where there is a threat to the public's health. You will be asked to maintain a flexible schedule.

Provide oversight training and supervision of the public health workforce to include public health colleagues, volunteers and Medical Reserve Corp personnel. Fulfill duties of position during an emergency response, utilizing Incident Command System principles.

Participate in training, drills and exercises to prepare for various responses.

## Integrated throughout position:

- Participate in Emergency Preparedness exercises, trainings and responses; Fulfill duties of position during an emergency response, utilizing Incident Command System principles; flexible schedule.

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Participate in internal and external workgroups to advance standards of practice in public health. Sign in for all meetings, training, workshops, exercises and all other events attended. Maintain a copy of sign-in sheets and documentation of events. Maintain accurate and complete time tracking.

Seasonal assist in other programs:

- During periods of time when demand for public health services is high, for example back to school vaccination or flu vaccination, this position will be asked to assist with answering phones, scheduling appointments, answer questions, refer to services, record review.
- Perform additional duties and assignments, as requested.

Perform additional duties and assignments, as requested by Nursing Supervisor or Director of Nursing. Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Use or operation of medical equipment, instruments and devices, assessment, interviewing, communication, confidentiality, public relations, organization, flexibility and teamwork. Ability to prepare accurate documentation. Use proper research methods to gather data and maintain professionalism in adverse or volatile situations.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have a current driver's license valid in the state of Ohio and access to a personal automobile.

*By signing below, I acknowledge that: I have read this job description and I completely understand all of my job duties and responsibilities, I am able to perform the duties outlined with or without reasonable accommodations, I understand that my job responsibilities may change according to the needs of my*

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*department without it being specifically included in the job description, and that if I have questions about job duties that I am asked to perform that are not specified on this description I should discuss them with my immediate supervisor. By signing below, I further acknowledge that I understand future performance evaluations will be based upon my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have about this job description prior to signing this form.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Health Commissioner Signature      Date