



Cow Creek Government Office

Position Description

Position Title: Public Health Nurse/Relief

Department: CCH&WC

Reports To: QI/QA Coordinator

FLSA Designation: Non-Exempt

Date Written/Revised: 9/1/14

POSITION PURPOSE:

Provide and maintain a professional clinic environment, while providing services to patients in a public health environment, education, outreach, and Tribal programs.

ESSENTIAL FUNCTIONS:

- The CHN will be responsible for the outreach identification, monitoring and surveillance of Tribal members in need of field health services in the seven county service areas, through scheduled home visits. Establish goals and set priorities to achievement as set in the policy and procedures guidelines.
- Develop and implement a public health approach to chronic disease management through the development of a health education program; develop clinical and field curriculum, and resources available to patients.
- Conduct thorough health and living assessments of all homebound patients with monitoring and follow-up case management care; working with their preferred provider for continuity of care issues.
- Maintain public health registries for case management of clients seen in health & wellness clinic
- Advise patients on available and appropriate medical and social services available, and aid with various other programs, such as the Tribal parenting program, community diabetes education program, health fairs, tribal camps and other community activities.
- Stay abreast of new trends and innovations in the areas of disease prevention and treatment, chronic diseases; family planning and maternal child health.
- Compile and submit necessary medical/statistical reports and data in a timely fashion.
- Apply basic time management and patient care coordination skills to effectively provide nursing and health care services.
- Participate in quality improvement activities.
- Utilize Electronic Health Care medical records system through RPMS patient management system, in a competent manner, and provide team support for efficient functionality.
- Provide staff clinical nurse coverage on clinical teams as needed in case of scheduled leave, emergency coverage and other needs within the clinics.
- Monitor, review, initiate and act as the Infection Control Officer, in compliance with AAHC accreditation.
- Comply with all established Policy and Procedures, including HPPA A.

QUALIFICATIONS:

- Bachelor's in Nursing (BSN) from an accredited school of nursing preferred.
- One year of clinical nursing and three years of public health/community nursing experience.
- Prefer experience working with Tribes and/or Indian Health Services.
- Current Oregon State Licensure as a Registered Nurse.
- Knowledge of professional nursing standards, theories, and abilities, procedures and techniques used in acute and chronic disease care and education and have the ability to implement these within a clinical and home setting.
- Knowledge of the concepts of adult learning theory, model of change theory and the ability and skills to apply in an outpatient clinic and home setting.
- Candidate must have the ability to maintain strict confidentiality in accordance with HIPAA and Privacy Act regulations. Proven ability to read, understand and apply program rules and regulations for State, Federal and Tribal assistance programs, have excellent typing skills and be familiar with office procedures. Must demonstrate proven effective interpersonal communication skills.

Cow Creek Government Office

Position: Staff Nurse

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Continuous, surface flat, no foot controls**

2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **Continuous, vinyl flat surface**

3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Frequent, surface flat.**

4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Frequently**

5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Intermittent, nothing heavy.**

6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **NA**

7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Repetitive computer work, some overhead occasional reaching.**

8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **NA**

8. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **NA**

9. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent to none**

11. **CRAWLING** - (Surface? Frequency? Distance?) **NA**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals. communicable disease, etc.)

<u> </u> X	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<u> </u>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<u> </u>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<u> </u>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<u> </u>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.