

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: REGISTERED NURSE
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS

CLASS CODE: 41126
FLSA STATUS: N
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs complex professional level nursing services involving consulting, assessing and making recommendations pertinent to department programs. Performs case management, determines medical eligibility for funds per specific guidelines; provides education, instruction, information, guidance concerning medical needs and assistance with social issues.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs registered nursing functions, including: receiving referrals; creating files; making appointments; evaluating paramedical needs and making nursing assessment; completing required documents, receiving doctors orders and notifying client; interpreting medical language; clarifying diagnoses; suggesting treatments; making referrals and educating clients on proper preparation for same; performing various biological tests (urine, hemoglobin, etc.); reviewing assessment billing; creating files; and entering data and maintaining database.

Conducts consultations and case management functions, including: visiting homes with social workers and evaluating clients; reviewing current files and creating nursing files; completing various documents; creating, implementing and/or revising treatment plans; consulting with officials of other agencies; and closing cases when goals are achieved.

Responding to emergency situations, including: receiving calls; assessing referrals for eligibility urgency and risk; developing preliminary plans; communicating with sources of referral, law enforcement officials, other involved agencies, neighbors, family, etc.; documenting case activities; and closing cases when goals are achieved.

Provides training to care givers, staff and community; creates teaching plans; acquires props and materials; provides updated materials, resources and information; and creates evaluation tools.

Educates and counsels individuals and families regarding specific diseases or health
Assist in conducting provider orientation programs and/or teaching presentations for physicians, public health nurses, school nurses, hospital staff, and other community agencies.

Assists providers and clinics in providing perinatal services to rural, under served areas of the County.

Works with nursing staff to create useful forms, databases and file maintenance systems.

Participates in treatment team, staff and professional meetings to discuss client progress.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; creates forms; and relays and interprets administrative decisions, policies and instructions.

Prepares progress notes, charts and closing and/or transfer summaries on clients.

Receives, opens and/or distributes mail.

Produces newsletter.

Initiates, coordinates and manages special programs.

Provides consultation and related services to other agencies/organizations, including: participating on special teams, developing strategies; and participating in interagency meetings to identify and serve needs and collaborate on identifying resources.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Researches and corrects errors.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Stethoscope	Vehicle	General Office Equipment	HemoCue
Titmus Tester	Audio Tester			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in Nursing; and,

Six months to one year of related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Registered Nurse State License

Valid Driver's License

CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Basic public health nursing and health maintenance education.

Eligible medical conditions.

Adult services programs.

Cultural differences in health care.

Nutrition and preventive medicine and health practices.

Community resources related to nursing.

Perinatal, infant, child, and adolescent growth and development, nutritional needs, immunization, sexually transmitted diseases, education, social services and other support services.

Environmental, sociological, and psychological problems encountered when working with families.

Child growth and development, and procedures involved in promoting maternal and child health.

Administration of immunizations and their possible side effects.

Skill in:

Case management.

Counseling and risk assessment.

Using tact, discretion, initiative and independent judgement within established guidelines.

Communicating clearly and effectively, both orally and in writing.

All computer applications and hardware related to performance of the essential functions of the job.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to communicate effectively with people from a variety of cultural backgrounds.

Ability to serve as a resource for problems and issues.

Ability to perform lab procedures.

Ability to prepare patient documentation, reports and records.

Ability to train/teach classes.

Ability to work cooperatively and effectively with others, observing proper safety precautions and procedures.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit; use hands to finger, handle, or feel; extend hands to reach, handle, seize, hold, grasp and turn; speak and hear.

While performing the essential functions of this job the employee is regularly required to use sound and odor perception to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a health facility and in client homes, exposing the employee to people who have the potential to be violent and verbally abusive; conditions such as fumes, noxious odor, dusts, mists, gases and poor ventilation; and possible bodily injury from moving mechanical parts of equipment, tools or machinery.

The incumbent's working conditions are typically moderately loud.

file: regnurse.41126

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.