



NVIH POSITION DESCRIPTION

PUBLIC HEALTH NURSE/OUTREACH COORDINATOR

REPORTS TO: Executive Director

SUPERVISES: Community Health Secretary/Worker/CHR

POSITION SUMMARY: Public Health Nursing emphasizes the prevention of illness, promotion and maintenance of health. It assesses and identifies individual, family and community needs, promotes consumer participation in establishing health goals, plans programs to meet identified needs and coordinates community health programs and services. The Public Health Nursing program is flexible and individualized to meet needs within existing resources and takes into account the prevailing political, cultural, social and geographic concerns. Coordinate and supervise the Community Health Service and Environmental Health Programs.

PRIMARY RESPONSIBILITIES:

1. Provides general Public Health Nursing and counseling services to individuals, families and communities in a variety of settings, such as home visits and group activities in the community. Documents all PHN activities on appropriate forms.
2. Provides MCH services to include WIC as a CPA (Competent Professional Authority), promotion of child immunizations and family planning.
3. Provides continuity of care by referral to appropriate resources for health needs and follow-up on referrals.
4. Develops and conducts group/individual client health education classes.
5. Policies and procedures shall be developed, implemented, updated and revised as is appropriate, but no less than annually and submitted to the Executive Director and Board for review and approval.
6. Coordinate and supervise community health service and environmental health programs for the target population.
7. Develop tracking system for medical referrals of newborns, infants, children and OB patients.
8. Develop and coordinate training program for CHW/CHR staff.
9. Assess service delivery area health status.
10. Assists with the delivery of PHN services and participates in Performance Improvements (PI) activities, facilitates and promotes Government Performance Results Act (GPRA) activities.
11. Analyze and evaluate effectiveness of Outreach programs in service delivery area and report to the Executive Director for the Board of Directors.
12. Follow guidelines as established in PHN scope of work as provided by the Indian Health Service.
13. Ensure program developments are in accordance with the target populations culture and traditions.
14. Actively liaisons with NVIH medical and dental clinics by providing case management and attending case conferences.
15. Networks regularly with community agencies to include county Health Departments, Human Resource Agencies, and others with services relevant to NVIH clients.

16. Effectively utilizes the Grant Resource Center or other means to identify and develop positive relationships with potential funding sources including local, State and Federal agencies, corporations, private foundations, and philanthropic organizations.
17. Provides active supervision, guidance and coordination of client services provided by Community Health Workers/CHR.
18. Provide transportation and/or delivery of medications/food in situations of urgent need when no other means is available and the consequences of not receiving such may have an immediate untoward effect.
19. Participates in all Outreach programs as an active team member.
20. Participates in the planning, education, implementation and evaluation of culturally specific Outreach programs based on community needs assessments of particularly defined community groups with emphasis on health promotion and disease prevention.
21. Prepare a monthly report to the Board of Directors, consolidating the Outreach Department activities.
22. Attends the required departmental and agency meetings.
23. Participates in committees as assigned and other duties as assigned by the supervisor.
24. Maintains current professional licensure and certificates as required.
25. Maintains continuous personal professional development.

QUALIFICATIONS:

1. Current, active California Registered Nurse license.
2. Valid California PHN certificate.
3. Current CPR certificate.
4. Valid California driver's license and proof of personal liability auto insurance as required by California state law.
5. Reliable and available source of transportation (for use when agency vehicles unavailable).
6. Minimum of two (2) years PHN experience desired.
7. Certified Diabetes Educator (CDE) desirable.
8. Possess leadership, communication, interpersonal, organization and coordination skills.
9. Knowledge and ability to manage and evaluate the Outreach Program.
10. Knowledge of the principles and practices of Public Health Nursing as applied to individuals, families and communities.
11. Self-motivated and able to work independently as well as part of a team.
12. Sensitive to peoples of different life styles and to the Native American cultures.
13. Knowledge of systems design and computer literacy helpful.
14. Affiliation or experience in Trans-cultural nursing helpful
15. Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with the Indian Preference Act (Title 25, U>S> Code Section 472 & 473). In other than the Indian Preference Act, NVIH is an Equal Opportunity Employer.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally required to stoop. The employee must occasionally 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 ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

FLSA STATUS: Exempt

DATE OF LAST REVIEW / REVISION: 8/2010

ASSIGNED SITE: Chico

Signature

Date