



POSITION DESCRIPTION

1852

Position Title:	Registered Nurse	Department:	Community Services
Pay Level:	12	FLSA:	Exempt
Date:	November 2014	Reports To:	CHS Administrator / Public Health Director

PURPOSE OF JOB:

Work performed by the Registered Nurse improves the quality of life and protects the health of clients, families, and the community.

SCOPE OF JOB:

The Registered Nurse provides professional nursing services within the public health department, schools, and in the community that address disease prevention and control, screening clinics, and on-going nursing services as outlined in the Minnesota Board of Nursing Nurse Practice Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards and practices of public administration and current service delivery standards providing public health and human services.

The Registered Nurse carries out specific duties associated with the position.

- Assesses complex client/family and/or specific community needs, including physical, social, mental health, support system, resources, and home/community environment;
- Provides nursing services within the public health department, schools, and in the community that address disease prevention and control, screening clinics, and on-going nursing services serving all ages, and persons of different cultural backgrounds; coordinates with other team members to provide public health services to the community;
- Assists with medical examinations, takes histories, and performs screening and recording activities at clinics and schools; provides skilled nursing care to individuals and families following professional standards and procedures within the Nurse Practice Act; performs delegated medical functions;
- Assists in the preparation and implementation of comprehensive written nursing care plan that involves the client, family, or community in decision making regarding care; establishes client outcome expectations and evaluates effectiveness; documents observations, interventions, and evaluations of all nursing care provided; supports department billing, record keeping, chart maintenance, grant requirements and quality assurance needs; documents all care coordination activities;
- Recognizes and effectively handles emergencies and administers medically ordered medications and treatments; implements acute and chronic disease prevention and control measures i.e. immunization clinics; tuberculin tests, treatment, and administration; blood pressure; and diabetic screening; administers vaccines and medications per emergency preparedness plans as needed.

Serves as a communication representative for the Nobles County Community Services department.

- Provides direct contact to clients and families; communicates effectively with clients/families and coordinates plan with physicians, other involved professionals, supervisor, and the community regarding clients/families current health status; makes appropriate referrals and improvements in procedure as necessary;

- Provides Public Health Education in the Community to promote optimum health practices; teaches and collaborates with others in offering and developing health education programs for individuals and groups to increase knowledge and self-awareness about health and safety; facilitates making healthy and positive lifestyle choices;
- Participates in agency staff meetings and assists in the education and training of nursing students;
- Establishes and maintains effective and supportive public relations sufficient to interpret and convey information, policies, and legal requirements to inquiring individuals and organizations; integrates knowledge of public policy and resource management into program development;
- Acts as a resource of knowledge (subject matter expert) on current nursing practices, medical trends and techniques; maintains current knowledge of local, state, and federal rules, regulations, and policies for various health related program areas;

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires an Associate's Degree in Nursing and current licensure as a Registered Nurse in the State of Minnesota. The job requires a driver's license in order to complete field work and to attend local and regional meetings and appointments.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Ability to apply principals of health care to communities, families and individuals including working with culturally diverse clients and non-English speaking clients with interpreters; ability to effectively communicate with general public, including non-English speaking clients, to convey or exchange professional and/or medical information;
- Ability to utilize professional ethics and maintains professional boundaries while providing compassionate health care; demonstrates ability to use available resources creatively, willing to be flexible and adjust to on-going changes in health care and cultures;
- Knowledge and experience using Microsoft Office Suite and other county software;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; interpret graphs; and interpret same, as may be appropriate;
- Ability to resolve problems, make decisions and take independent and collaborative action; considerable judgment and creativity is required;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines;
- Ability to multitask between diverse duties;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce documentation with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to communicate effectively both orally and in writing in difficult situations with public, providers, customers, elected/public officials, and advisory groups; demonstrate tact, courtesy, negotiation and a positive approach in communication with other departments, associations, public officials, and agencies;
- Ability to communicate with people to convey or exchange professional information, identify issues, negotiate and settle differences; ability to handle unpredictable situations in public dealings in a manner which represents Nobles County and the Community Services department in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Work is normally performed in a client's home, a health care/medical environment or an office setting. Physical demand requirements are at levels of those for moderate effort. Related, unpredictable occupational hazards are those generally associated with nursing professions including, but not limited to: exposure to disease, sores, human waste and body fluids, and unpredictable human behavior.

The Registered Nurse must be physically able to operate a variety of automated office machines and medical equipment including, but not limited to: phone, computer, printer/copier/scanner, calculator, audio/visual equipment, facsimile machine, paper shredder, glucometer, blood pressure cuff, stethoscope, syringes, needles, and thermometers. The Registered Nurse must be capable of using appropriate lifting and transferring techniques and equipment to move clients. The Registered Nurse must be able to move or carry job-related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. There is intermittent exposure to driving in inclement weather.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
REGISTERED NURSE – COMMUNITY SERVICES**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 12 Pay Range)

Beginning pay\$58,094.40/Annual
After 12 more months\$59,966.40/Annual
After 12 more months\$61,859.20/Annual
After 12 more months\$63,752.00/Annual
After 12 more months\$65,624.00/Annual
After 12 more months\$67,516.80/Annual
After 12 more months\$69,409.60/Annual
After 12 more months\$71,302.40/Annual
After 12 more months\$73,195.20/Annual

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 6 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Exempt	
	Annual Accrual	Bi-Weekly Accrual
0 – 2 years	160 hrs	6.154 hours
3 - 5 years	168 hrs	6.462 hours
6 - 10 years	192 hrs	7.385 hours
11 - 15 years	224 hrs	8.616 hours
16 - 20 years	256 hrs	9.847 hours
21 or more years	288 hrs	11.077 hours

HOLIDAYS

There are 11 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	

PENSION

Public Employee's Retirement Association:

6.50% of the employee's gross income; 7.50% county contribution

Social Security:

7.65% of the employee's gross income; 7.65% county contribution

UNION

This is a bargaining unit position. After one month of employment, you must decide whether or not to join the union, and if so you will pay union dues.

2023 INSURANCE Core Benefits include:

- < **Health insurance** is offered through Public Employees Insurance Program referred to as PEIP. Employees can choose from three networks and three benefit plans.
- < **Dental Insurance** pays 100% of Diagnostic and Preventive costs and 80% of Basic Services with a \$50 deductible with a maximum annual benefit of \$1,000.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

Employees can waive the core benefits but the county contribution is then forfeited. Individual selection is permitted at employee expense.

2023 employee coverage cost: 24 pay periods

(Rates include single dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
Advantage Plan – VEBA	\$156.07	\$630.57	\$540.07	\$679.71
Value Plan – VEBA	\$96.78	\$488.25	\$415.58	\$521.18
HSA Compatible Plan – VEBA or HSA	\$0.00	\$207.48	\$169.94	\$208.43

- Notes:**
1. The above table reflects the employee cost based on **24 pay periods** after the county contribution has been applied.
 2. The county contribution includes a monthly contribution to the VEBA or HSA account of \$200.00 for Single coverage or Single+Spouse or \$315.50 for Family or Single+Children coverage.
 3. Part-time benefits are pro-rated
 4. Employees may waive Health, Dental & Life Insurance
 5. If the core benefits are waived the county contribution is forfeited.
 6. Family Dental is available for \$47.29/24 pay periods.
 7. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability, Short Term Disability, Accident, Critical Illness and Hospitalization group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.