

**Stanton
County
Position Description**

Department: Health

Position Title: Health Nurse/Administrator

Reports To: Board of County Commission

FLSA: Non-Exempt

Date: 7/15/24

Position Summary

Under the supervision of the Stanton County Board of Commission, the Health Nurse is a non-exempt position under FLSA. The position is responsible for a successful operation of a rural health department. Duties include supervision of office staff, budget development and management of County tax dollars and state grant funds. Oversees all aspects of front office, medical billing, clinical operations, and public health preparedness and response activities. Develops policies and procedures to support these functions. Frequently exercises administrative decision making for effective and efficient operations. Prepares financial and administrative reports to meet multiple recurring deadlines. Consults the Board of County Commissioners and County Health Officer in local public health programming, compliant with state and federal regulatory guidelines. Work is performed with considerable independence.

The position performs direct nursing services for patients in open clinics and satellite clinics with duties including immunizations, allergy injections, family planning, and child and adult health. Work is performed with professional independence and in accordance with established department policies and procedures. The Health Nurse will have a valid license to practice nursing in the State of Kansas when they are hired. This license will be kept current during the period of employment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Approves time every 2 weeks in Time Clock Plus.
- Attends Commission meeting the 3rd week of every month unless date changed by Commission.
- Performs duties as outlined for the Health Department Administrator/Director in the Kansas Statutes.
- Enforces and maintains compliance with all federal, state, and local laws and ordinances.
- Oversees all health department programs: Covid Response, Vaccine Management, WIC programs, MCH programs, clinics, and public education and outreach.
- Prepares the budget, administers funds, controls expenditures, and provides input on revenue sources.
- Develops short-term and long-term goals for department.
- Develops and administers department policies and procedures.
- Responsible for planning, developing, and directing the nursing aspects of the public health programs through established standards, the quality assurance process, reports, and evaluation of results. Prepares affidavit and work plans within established deadlines.
- Collects data and information about the health needs of all segments of the jurisdiction. Develops plans, services, or programs to meet health needs.
- Works with the medical consultant to establish medical and clinical programs and procedures.

- Establishes and updates policies, procedures, and protocols. Maintains programs of the agency, as determined by Kansas Department of Health and Environment, as well as applicable state statutes and federal regulations.
- Initiates and participates in community programs to provide health promotion and education information and services.
- Prepares annual department budget and maintains and reports all financial records and transactions. Prepares annual Kansas Department of Health and Environment grant applications, including narrative and budgets. Submits quarterly and other periodic grant reports according to deadlines.
- Oversees accounts receivable and medical billing. Ensures compliance with private payer contracts and public insurance regulations.
- Develops Public Health Preparedness and Response Standard Operating Guides and other required emergency operating materials, and encourages cooperation with local, regional, and state agencies. Participates as a member of preparedness groups and facilitates coordination of local health activities. Ensures staff is familiar with local plans, attends trainings, and participates in exercises.
- Develops on-going strategic planning procedures, cooperates with hospitals, schools, employers, existing agencies, and groups providing health-related services, and coordinates health department activities with these whenever possible.
- Directs and supervises the purchasing and maintenance of materials, supplies, and equipment for the agency.
- Plans and implements HIPAA privacy, electronic transactions and codes, and security.
- Directs the operations of the agency.
- Ensures the orientation, offers guidance, and supervision of all staff.
- Has frequent contact with State and County departments, community businesses and health-related agencies, and continual contact with the public.
- Initiates and participates in community programs to provide health promotion and education information services.

Nursing duties may include:

- Covid Health Services:
 - Provides testing, vaccination, education, and contact tracing according to current standards.

WIC Director/WIC Nurse/CPA (Competent Professional Authority)

- Monthly, by 20th assure WIC Affidavit is submitted to WIC State Office
- Quarterly, assure time is submitted to KDHE.
- Annually (July), apply for WIC grant by deadline.
- Annually (October), assure WIC end of year report/affidavit is submitted.
- Annually (May), revise/renew current contract with WIC Dietician
- Annually, (by November) assist dietitian with development, implementation, and evaluation of Nutrition Services Plan
- Annually, assure a minimum of 2 educational opportunities per year consistent with WIC job responsibilities, the annual required civil rights training counts as one; plus, other required WIC trainings & WIC monthly publications are reviewed/completed by all WIC employees.
- Annually, assure Vendor Manager monitors local retail vendors participating in the WIC Program. (WIC Contract #11)

- Annually, assure the Vendor Manager conducts annual Vendor training and any other training, monitoring, and investigating of authorized vendors assigned to the local agency (Johnson & Syracuse Thriftway).
- Annually, assure the Local Agency conducts at least 2 public outreach activities designed to enroll eligible women in the early stages of pregnancy, infants, and children in the WIC Program.
- Assists in planning, implementing, and evaluating community interventions.
- Work with other community programs to integrate WIC nutrition services as needed.
- Assure access to the KWIC Helpdesk for assistance with the online WIC program.
- Assure access, of contact information for State Consultants
- Assure concise filing of all time billable & receipts billed to WIC.
- Assure all documentation for program are kept for 4 years.
- May provide all the services of Levels 1, 3, and 4.
 - Certifies applicants & recertify or mid certify current clients to include assessment of nutrition risk, nutrition counseling, and assigning appropriate food packages.
 - ✓ Conducts dietary assessment.
 - ✓ Assesses for nutritional risks.
 - ✓ Provides nutrition counseling to clients/families at certifications.
 - ✓ Assess height/weight/Hgb.
 - ✓ Provides breastfeeding promotion and support as appropriate.
 - ✓ Determines frequency of client follow-up nutrition education
 - ✓ Completes Flowsheet and Care Plan for clients.
 - ✓ Assists in low-risk follow-up nutrition education classes, NEI and NE+ visits.
 - ✓ Monitors client care plan recommendations and referrals at low risk follow-up visits
 - ✓ Provides follow-up nutrition education to low risk. Clients/families
 - ✓ Authorizes special formula issuance.
 - ✓ Prepares nutrition education materials/aids to support lesson.
 - ✓ Provides in-service education as needed.
 - ✓ Consults with health care providers as appropriate to develop. care plan
 - ✓ Coordinates client care with other health care providers to improve health care outcomes.

FP (Family Planning) Coordinator/Nurse

- Assure Clinics are scheduled 3 months out.
- Monthly, assure spreadsheet of clients' needs is updated.
- Quarterly, assure work-plan progress report and affidavit are submitted (by Oct. 15, Jan. 15, Apr 15, & end of year by July 15)
- Quarterly, assure grant money is spent as planned.
- Quarterly, assure chart audits are done & pharmacist does inspection.
- Annually, by March 15; apply for FP grant.

- Annually, by July 15; return signed contract.
- Annually, apply for FP678557 340B certification (next due ??)
- Annually, apply for STD67855 340B certification (next due 2-15-17)
- Apply for addendums as necessary.
- Assure work-plan components are completed.
- Assure FP is advertised through posters, Facebook & newspaper.
- Assure concise filing of billable time & receipts billed to program.
- Assure access to contact information for State Consultants
- Assure program has adequate stock of all oral birth control, Depo, gen probes, CG mailers; Pap smear supplies and mailers; IUD's, Nexplanon
- Assure all FP meds are labeled for client use.
- Assure all financial and programmatic records, supporting documents, statistical records and all other records considered pertinent to the grant are retained for 3 years from the submission date of the Quarter 4 (final) fiscal report pertaining to the KDHE grant for a given Fiscal year.
- Assure Client records are retained 10 years after last contact. For juvenile records, retain 10 years after last contact or until 21st birthday, whichever comes last.

PHEP (Public Health Emergency Preparedness) Coordinator

- Monthly, assure attendance of SCHD staff at LEPC (Local Emergency Planning Committee) Meetings
- Quarterly, assure work-plan/progress report and affidavit are submitted (by Oct. 15, Jan. 15, Apr 15, & end of year by July 15)
- Quarterly, assure grant money is spent as planned.
- Quarterly, attend PHEP Regional Meetings (Hugoton, Feb., May, Aug., Nov.)
- Annually, by March 15; apply for PHEP grant.
- Annually, by July 15; return signed contract.
- Apply for addendums as necessary.
- Assure work-plan components are completed.
- Attend all required trainings.
- Assure concise filing of all time worked & receipts billed to program.
- Be prepared to assist with the duties and responsibilities of SCHD in the event of a mass emergency or act of terrorism.
- Be prepared to serve as incident commander or other positions as needed in the event of a mass emergency or act of terrorism.
- Take appropriate ICS trainings to include 100, 200, 300, 400, 700 & 800b.
- Assure all employees take all other required trainings.
- Develop & update as required, all emergency plans for the Health Department.
- Upload plans to BOLD/Kansas Planner.com
- Assure all employees review all emergency plans.
- Have accessible, contact information for State Consultants
- Keep current inventory in Salamander.com.

- Assure all financial and programmatic records, supporting documents, statistical records and all other records considered pertinent to the grant are retained for 5 years from the submission date of the Quarter 4 (final) fiscal report pertaining to the KDHE grant for a given Fiscal year.

SF (State Formula) Grant

- Annually, by March 15; apply for SF grant.
- Quarterly, assure affidavit is submitted to KDHE (by Oct. 15, Jan. 15, Apr 15, & end of year by July 15)
- Quarterly, assure grant money is spent.
- Apply for addendums as necessary.
- Assure concise filing of billable time & receipts billed to program.
- Assure all financial and programmatic records, supporting documents, statistical records and all other records considered pertinent to the grant are retained for 5 years from the submission date of the Quarter 4 (final) fiscal report pertaining to the KDHE grant for a given Fiscal year.

Vaccine Coordinator

- Daily, assure temperature on vaccine fridge is recorded am & pm.
- Weekly, assure vaccine alarm is manually set off & recorded Monthly, assist with Vaccine Inventory/Reconciliation
- Weekly, assure all staff read WHW (What's Happening Wednesday)
- Monthly, check Vaccine expiration dates
- Monthly, assure electronic temp monitor is downloaded to KDHE.
- Annually, assure required training for VFC is done by all employees working with VFC.
- Annually, re-apply for VFC certification.
- Assure Vaccine Information Statements (VIS) are current.
- Assure current VIS date is pre-printed on Consent in English and Spanish
- Assure "outdate soon" list on vaccine fridge.
- Assure outdated vaccines are removed from vaccine area.
- Assure a fully stocked Vaccine Inventory for VFC & Private Vaccines Adult & Children
- Assure all vaccines (when received) are labeled with pay source; either Private pay, Public, 317 or other
- Assure staff knows KDHE VFC contact for consultation/emergencies.
- Administering vaccines
 - ✓ Access KIPHS for client's current vaccine record
 - ✓ Review vaccine history
 - ✓ Determine currently recommended vaccines.
 - ✓ Assure client is given appropriate Vaccine Information Statements (VIS) & fills out vaccine consent.
 - ✓ Assure pay source is assessed & documented through KMAP, before administering vaccine, to determine which vaccine source to use.
 - ✓ Review client data & assure client/guardian has all questions answered before giving vaccine.
 - ✓ Assure client has a paper record of current vaccines before leaving.

- ✓ Assure vaccine records are retained permanently; no destroy date.
- ✓ Assure vaccines are recorded in KWEBIZ.

WC (Well Child/Exams)--KBH (KanBeHealthy-the KS EPSDT Exam)

- Educate the community about WC through Facebook & newspaper.
- Offer well child services to every client (WIC, Immunization)
- Assure all HIPAA, registration and Consent paperwork for services are completed.
- Use the KBH paper form for documenting Physical exam.
- Score the ASQ3 and review with parent.
- Screen for vaccines on every client
- Determine & plot height & weight.
- Hemoglobin, Blood sugar, lead screening, Urinalysis as indicated.
- Audiogram/Tympanogram as indicated.
- Eye exam
- Make appropriate referrals.
- Assure follow-up of referrals
- Assure appropriate billing is completed.
- Assure Client records are retained 10 years after last contact. For juvenile records, retain 10 years after last contact or until 21st birthday, whichever comes last.

STD's (Sexually Transmitted Diseases)

- Annually, testing for CG (Chlamydia & Gonorrhea) is done on Family Planning clients less than 25 AND sexually active; also, on anyone high risk or requesting testing.
- Positive STD's may be treated & counseled for, following standing orders.
- Positive STD data & follow-up will be entered on the KDHE electronic system Eptaxy.
- Assure Client records are retained 10 years after last contact. For juvenile records, retain 10 years after last contact or until 21st birthday, whichever comes last.

TB (Tuberculosis)

- Refer to SCHED Policy & Procedure Manual for further details.
- Mantoux testing may be done on anyone requesting a test following routine protocol.
- Assure test can be read in 48-72 hours.
- Assure appropriate paperwork is completed & reviewed before testing.
- Determine positive test.
- Make appropriate referrals for further testing &/or treatment.
- Consult with KDHE TB Program for ordering medication.
- Determine which regimen is best for client & schedule this with client.
- Enter all information into the KDHE electronic data base-Eptaxy.
- Assure Client records are retained 10 years after last contact. For juvenile records, retain 10 years after last contact or until 21st birthday, whichever comes last.

Adult/Child Health

- When requested, those seeking services such as a Hgb, BS, BP or ear check may be seen.

- Assure Client records are retained 10 years after last contact. For juvenile records, retain 10 years after last contact or until 21st birthday, whichever comes last.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs other duties as deemed necessary or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate degree or equivalent from a two year-college or technical school and one year of experience; or equivalent combination of education and experience. Graduation from a nursing school, with current RN licensure with the Kansas State Board of Nursing. Experience in Public Health nursing or a related field.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Registered Nurse licensure with Kansas State Board of Nursing.
- Valid Kansas Driver's License.

Knowledge, Skills, Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and interpret bar graphs.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- 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.
- Ability to maintain confidentiality.
- Ability to effectively deal with stress.
- Ability to maintain strong organizational and communication skills.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, software downloads from systems, etc.
- Ability to pass drug screening.
- Ability to plan and implement public health programs and services to meet community and individual needs. Supervises personnel and organizes scheduling and clinic flow.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, financial reports, and legal documents (deeds

and probates), and legal descriptions. Ability to effectively present information and respond to questions from clients, customers, and the public.

- Ability to carry out duties reliably and predictably.
- Ability to perform tasks involving physical activity, which may include heavy lifting and extensive bending or standing.
- Ability to write routine reports and correspondence.
- Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to maintain effective working relationships in the community.
- Demonstrated ability to provide the education and interpretive functions of a public health nurse.
- Knowledge of HIPPA regulations regarding Protected Health information.
- Problem solving is utilized extensively in this position as the employee will be providing a variety of services throughout the day with different health problems, personalities, and resources.
- Works independently in a dependable manner.
- Knowledge of public health nursing skills and the ability to perform them with appropriate training.
- Knowledge of the goals and general methods of practice used by related disciplines participating in the practice of public health nursing.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process, Kansas, and federal state laws.
- Knowledge of medical terminology, leadership, supervisory practices, and techniques. Have a basic understanding of grant writing and fiscal management.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Job Competencies

- **Problem Solving:** A high degree of problem solving is involved with this position. Problems include planning, implementing, and coordinating health programs and determining appropriate staffing and scheduling.
- **Decision Making:** This employee makes rapid decisions according to level of training about patient care, use of resources, course of treatment in a professional manner. Ability to make decisions; duties require extensive concentration due to the many factors that must be considered before a decision can be made. Consequences of decisions are significant as work may rarely be reviewed, and errors may cause major program failure or a high degree of confusion.
- **Financial Accountability:** Employee does have direct control over departmental equipment or resources and does participate in the annual departmental budget process.
- **Personal Relations:** Daily contact with the public, co-workers, County officials, health agencies, and state and federal agencies.
- **Attendance:** Employee must be at their job performing essential duties on a regular and continuing basis with no excessive absences.

Equipment and Materials Used

The ability to operate a typewriter, computers, word processing, spreadsheets, database software, calculators, phones, photocopiers, and fax machines. Medical equipment required in nursing and medical field.

Supervision

Responsible for the overall direction, coordination, and evaluation of a Stanton County department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The employee may have exposure to communicable diseases and bloodborne pathogens.

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

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Board of Commissioners:

Lonnie M. Brown

Date

Christopher Floyd

Date

John D. Smith

Date