

**POSITION:** CSHCN Coordinator/Public Health Nurse II  
**STATUS:** Full-Time, Monday - Thursday  
**DEPARTMENT:** Nursing Services-Richfield Office  
**SALARY:** DOE  
**OPEN:** 8/24/2023  
**CLOSES:** When filled, first review of applications 9/11/2023



**JOB SUMMARY:** Performs licensed registered nurse work under the general direction of the Director of Nursing in providing community nursing services at public health clinics, schools, and in private homes according to assigned area of responsibility. Manages, plans, and coordinates direct care clinics and services, including training other staff.

#### **ESSENTIAL FUNCTIONS-**

- Coordinate contract provisions and program objectives in order to ensure achievement of required objectives for the Children's with Special Healthcare Needs program.
- Make or facilitate referrals to appropriate local and statewide community services including LHD clinics, University Development Assessment Center clinics, specialty clinics, behavioral health, E.I. SSI/Social Security, Medicaid/Chip, and the education system.
- Partner with families to create Shared Plans of Care particular to family and patient needs. Convene coordination meetings with other local agencies to develop care plans for families and patients.
- Participate as a member of the agency coordinator team; develop, implement, and evaluate agency policies, procedures, and operations; clinic staff meetings
- In coordination with the division director, prepare, review and successfully manage an operating budget-ensuring that both fiscal and operational goals/objectives are being met.
- Work with staff members to provide program support for various nursing and health department programs as directed.
- Respond to public health emergencies as required by the department or division administration; carries provided mobile phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.
- Attends and participates in various meetings with nursing staff, program coordinators, department employees, and partner agencies when appropriate.
- Participate in training, continuing education opportunities, and nursing service meetings as needed.
- Promotes and protects the health and wellness of the people within the Department's jurisdiction by functioning within the framework of statutes, policies, rules, and regulations of the State of Utah pertaining to Local Health Departments.
- Possess a working knowledge of nursing theory/practice; epidemiology, communicable disease control, sanitation practice and nutrition. Also, a knowledge of nursing terminology, methodology, organization and practice.
- Ability to provide skilled nursing care, set priorities, and make judgements in the community health setting.

### **Clinic Services**

- Participates in various health clinics and fairs covering topics such as sexually transmitted disease, well-child and adult screening, family planning, immunizations, TB, blood pressure or cholesterol screening, and other topics as determined by the division director; provides information to, and counsels with, patients.
- Interviews clients or legal guardians to review medical immunization history and to determine age appropriate immunizations; administers appropriate vaccines to all ages of patients according to correct route and site and in compliance with Health Department policy and procedure; informs client or guardian of expected immunization side effects and appropriate treatment; makes a record of immunizations given and incidents relating thereto.
- Performs pregnancy testing and referrals as needed; performs lead screening on pediatric clients and informs clients on the benefits of lead testing; counsels' clients about risks of, and prevention measures for, high blood pressure; provides emergency resuscitation and treatment to clinic patients as necessary.
- Provide direct client services; evaluate client data, assessing nutritional status; develop nutrition care plans; implement nutritional therapy and counseling.

### **Prenatal and Home Visitation**

- Visits clients in their private home to provide education on growth of infant/toddler, nutrition, breast and bottle feeding, and newborn care and development etc.; identifies infants/toddlers who need services; makes referrals and provides case management; makes a record of all home visits, service plans, assessments, and contacts.
- Assesses vision, hearing, nutrition, and infant/toddler development progress by observing feeding behavior and other developmental indicators; obtains and evaluates health and nutrition history; conducts reflex assessments; identifies high-risk or developmentally delayed infants/toddlers in order to provide appropriate referrals and early intervention.
- Visit homebound elderly individuals to achieve, maintain or support the highest attainable level of personal independence and self-sufficiency. To provide references to community-based services that the client may be in need of to help them adequately sustain themselves allowing them to remain in their homes and prevent or delay institutionalization.

### **Epidemiology**

- Assists in the investigation of communicable disease outbreaks and in cases of persons with reportable diseases; works with state epidemiologists and laboratory personnel, and others to gather information and report communicable diseases and outbreaks to appropriate persons, agencies, and the public according to guidelines.

### **QUALIFICATIONS**

- Graduation from an accredited School of Nursing.
- Licensed as a registered nurse in the State of Utah. License must be free of any encumbrances.
- Skilled in basic computer programs and hardware used for digitizing and organizing records.
- Able to develop and maintain cooperative working relationships with department staff, partner agencies, and the public.
- CPR and first aid certifications.
- Bachelor of Science Nursing degree preferred.

### **ADDITIONAL QUALIFICATIONS**

- Must pass a criminal history background investigation.

- Must possess a valid Utah Driver License; out of state personnel are required to obtain a valid Utah Driver License within sixty days of hire date.

This description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**To Apply:** Applications may be obtained from the Central Utah Health Department Richfield office or at [centralutahpublichealth.org](http://centralutahpublichealth.org). Completed applications can be submitted in person, by mail to Angie Knaphus at 70 Westview Drive, Richfield, Utah, 84701 or email [aknaphus@centralutahhealth.org](mailto:aknaphus@centralutahhealth.org). Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM. For more information, contact Angie Knaphus at (435) 896-5451 ext. 320.

*Central Utah Health Department is an Equal Opportunity Employer.*