

**NORTHERN KENTUCKY HEALTH DEPARTMENT  
JOB POSTING**

**JUNE 7, 2019**

**COMMUNITY RN FOR SAFETY NET [Code: CORNSNS]**

The Clinical Services Division of NKY Health is accepting applications for a part-time Community Registered Nurse (Community RN) to work 22.5 hours/week in an office or community outreach setting to deliver and/or coordinate a broad range of quality public health nursing services essential for promoting and protecting the safety and health of the Northern Kentucky community and to perform related duties as required. Initially, this position will be based at our Campbell County Health Center in Newport, KY but will frequently travel within our four-county district.

**Status:** Part-time (22.5 hours/week) non-exempt (hourly pay) merit system position  
**Classification:** Community RN II  
**Band:** 8  
**Pay Rate:** \$20.91 - \$28.94/hour (commensurate with ability to perform)  
**Reports to:** Clinic Manager

**Essential Functions include, but are not limited to:**

1. **Coordinates referral services for assigned programs.** (Identifies community resources for referrals. Maintains list of referral sources for the Campbell County Safety Net Services (SNS) program and disseminates as appropriate. Schedules appointments with clients to assess the needs of women with Substance Use Disorders (SUD), currently enrolled in the Campbell County Detention Center (CCDC) Chemical Dependency Program (CDP) and her children to identify the need for community referrals. Makes referrals to community resources. Reaches out to clients who were referred. Links women and children to all programs provided by Campbell County Health Center Clinical Services division.)
2. **Performs client services for assigned programs.** (Identifies and collects physiologic, psychosocial, and environmental data by interview and/or physical examination to detect and identify problems. Performs health assessments and screenings by interview and/or physical examination. Develops plans of care to achieve expected outcome(s) by identifying problems, identifying needed resources and works with client and/or client medical providers to develop a timetable for reaching goals. Conducts case reviews. Follows up with clients at regular intervals to determine level of compliance with established plan of care and to make adjustments where necessary. Shares findings from follow-ups as needed. Provides client education in an individual or group setting.)
3. **Serves as resource person to Health Department and community for assigned programs.** (Collaborates with community partners. Ensures any grant or other mandated requirements for assigned program(s) are met. Maintains communication with other disciplines in coordinating health care activities. Educates Health Department staff regarding changes/advancements in assigned subject matter. Provides general technical assistance and consultation to schools, health professionals and organizations, co-workers, community organizations, and the general public on designated public health on CCDC CDP and SNS program. Serves as primary expert, consultant, and liaison from the health department at Treatment Team meetings.)
4. **Performs community outreach activities to raise awareness of assigned programs.** (Provides healthcare providers, any health department staff, and the general public with general information and education on CCDC CDP and SNSP. Prepares and makes educational presentations target groups and individuals. Prepares and distributes educational materials to community and healthcare facilities. Maintains educational materials for SNSP: Coordinates the development of database/websites and updates content on an ongoing basis. Prepares and updates brochures, pamphlets, slideshows, etc. Reports required information to CCDC CDP as defined.)

5. **Ensures compliance of assigned programs.** (Informs healthcare providers, any Health Department staff, and the general public of program requirements. Reviews protocols related to Campbell County Safety Net Services Program (SNSP). Prepares reports of program reviews and audits. Designs rewards programs and rewards participants for meeting specific standards. Notifies appropriate parties when client is unable to be reached.)
6. **Assists with management of assigned programs.** (Assists with developing program goals, objectives, and guidelines necessary for effective implementation of services to target population. Assists with evaluating program effectiveness and developing plans for increasing effectiveness in the future. Assists with community needs assessment and identifying resources to meet those needs. Serves as program owner for grant submissions as assigned.)
7. **Maintains records and produces reports.** (Maintains client charts. Maintains database(s) of case information. Documents activities using appropriate forms.)
8. **Completes special projects.** (Performs nursing duties such as WIC services, immunizations, health fairs, dental vanishing, and others as assigned. Responds to public health emergencies as assigned. Completes other special projects.)
9. **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports.)

**Minimum Qualifications:**

Valid, Active Driver's License, license to work as an RN in KY, CPR certification, and one of the following:

- Associate's degree or diploma from an accredited college, university or school of nursing plus 1 year of full-time experience as an RN.
- BSN from an accredited college or university.
- Equivalent education as determined by licensing board recognized by the Kentucky Board of Nursing PLUS the equivalent combination of experience sufficient to successfully perform the essential functions of the job.

**Desired Qualifications:**

Same as above plus prior public health experience and/or bilingual English/Spanish.

**To Apply:**

Apply through CareerBuilder ONLY ([www.careerbuilder.com](http://www.careerbuilder.com)).

Paper applications, faxed applications, and e-mailed applications will be discarded without consideration.

**For immediate consideration apply by 5:00 P.M. EST on 6/18/2019.**

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code CORNSNS on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check and drug screen will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – CORNSNS  
**Please visit our website at [WWW.NKYHEALTH.ORG](http://WWW.NKYHEALTH.ORG) to view other postings.**

*EEO/M/F/Vets/Disabled/H*