



**DAKOTA COUNTY**  
Employee Relations  
Administration Center, 1590 Highway 55  
Hastings, MN 55033-2372  
651.438.4435

<http://www.dakotacounty.us>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Public Health Nurse - CTC Outreach and Intake**

*An Equal Opportunity Employer*

**SALARY**

Salary: See Position Description

**OPEN DATE:** 01/26/15

**CLOSE DATE:** 02/12/15

**POSITION**

**PUBLIC HEALTH NURSE - CTC OUTREACH AND INTAKE - Job # 3014F.15.001**

POSTING TYPE: Open Competitive

DEPARTMENT: Public Health

HOURS: Part-time (64 hours in two week period)

HIRING RANGE: \$26.648 to 29.979 /hour (grade 108)

LOCATION: Apple Valley, MN

UNION: Minnesota Nurses Association

CLOSE DATE: 4:30 p.m. on Thursday, February 12, 2015

The primary responsibility of this position will be performing Child and Teen Checkups outreach activities including: providing assistance to families and children to access C&TC services; providing consultation, training and technical assistance to local health care providers about the C&TC program; serving as a liaison to work units and collaborative committees; promoting other Dakota County programs as part of an integrated service delivery system. Is also responsible for providing back-up to selected intake functions for Public Health; providing information to community resources and the public; determining eligibility for Public Health Services and acceptance of referrals.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Nursing
- Public Health Nurse certification

**PREFERRED EXPERIENCE BEYOND MINIMUM QUALIFICATIONS:**

- Current or prior experience working as a public health nurse in a community setting.
- CPR certified
- Spanish-speaking a plus

**REQUIRED LICENSES:**

- Current license as a Registered Nurse in Minnesota
- Current registration as a Public Health Nurse in Minnesota
- Valid Driver's License

**DUTIES & RESPONSIBILITIES**

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

1. Child and Teen Checkups outreach activities:

- Provide consultation to local health care and dental providers.
- o Promote the C&TC program and other Dakota County programs.
- o Encourage compliance with C&TC program requirements.
- o Assist in assessment of training needs.
- o Provide technical assistance.
- Assist in coordination, outreach and training with the Minnesota Department of Health, Minnesota Department of Human Services and other agencies.
- Receive reports of new Medical Assistance/MNSure enrollees and provide information and outreach via phone, community activities and other methods to inform families and community/collaborative groups about the C&TC program.
- Provide ongoing assistance as needed for scheduling C&TC appointments, transportation and interpreters.
- Document outcome of activities.

2. Intake functions:

- Receives requests for agency services; screens for eligibility for service; secures appropriate referral information.
- Utilizes interviewing and nursing assessment skills, identifying health and social needs of the client and urgency of need for service; initiates appropriate action in response to referral information.
- Assesses appropriateness of requests for services, based upon agency's scope of services. Using established guidelines, determines appropriate program with referring agency to manage the referral.
- Provides information to clients, families and community resources regarding scope of agency services; assists clients and their families in identifying needs; directs them to other community resources as appropriate.
- Coordinates intake activities with Public Health staff and supervisors.

3. Participates in appropriate meetings to assure coordination between requests for service and the development of community programs.

4. Participates in strategic planning activities that support the Community Services Division goal to create and sustain an integrated model for service delivery.

5. Performs public health emergency preparedness functions as trained and assigned within the department's emergency response plan.

### **KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT**

- Considerable knowledge of the health care delivery system.
- Working knowledge of public health principles, programs and services.
- Knowledge of Federal, State and Local laws, rules, policies, and reimbursement mechanisms pertaining to Public Health programs and services.
- Knowledge of community resources.
- Strong nursing assessment and interviewing skills.
- Able to communicate effectively both orally and in writing.
- Able to work independently, triage effectively, and prioritize responsibilities.
- Able to competently use technology needed to perform the functions of the job.

WORK ENVIRONMENT: Work is performed within a County office building and on client home visits. Travel is required. Exposure to hazardous physical conditions such as environmental conditions of unsanitary homes and property, unsafe neighborhoods, challenging and potentially violent and unpredictable clients and family members, pets, and animals; exposure to atmospheric conditions such as chemicals, odors, dusts, gases, poor ventilation, and cigarette smoke; exposure to hazardous materials such as chemicals, blood, and other body fluids; extreme temperatures; inadequate lighting; intense noise, and work space restricting movement may occur on visits to client's homes. Lifting requirement of up to 20 pounds on an occasional basis. . Equipment used may include, but is not limited to, computer, printer, telephone, typewriter, calculator, copy and fax machines, TV/ VCR, video camera, nursing

supplies and equipment including scales, syringes, hazardous waste, masks, blood pressure equipment and car seats.

**SELECTION PROCESS:** The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will be forwarded to the hiring department for further consideration.

APPLICATIONS MAY BE OBTAINED AND SUBMITTED ONLINE AT:

<http://www.dakotacounty.us>

OR

Dakota County Employee Relations - Administration Center  
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EXAM #3014f.15.001  
PUBLIC HEALTH NURSE - CTC OUTREACH  
AND INTAKE  
GM

### Public Health Nurse - CTC Outreach and Intake Supplemental Questionnaire

- \* 1. Applicants for this recruitment will be rated based on their answers to the supplemental questions listed below and application materials. **It is IMPERATIVE that information provided on the application and resume are detailed and clearly outline your work experience & skills. They must also support and/or match answers to the supplemental questions.** Please initial the box below to CONFIRM that the information provided is accurate and true to the best of your knowledge. Falsification may result in disqualification from consideration for this and subsequent recruitments with Dakota County for up to three years.
- \* 2. **Check all that apply:**
  - I have a Bachelor's Degree in Nursing.
  - I hold a current licensure as a Registered Nurse in Minnesota.
  - I hold a current registration as a Public Health Nurse in Minnesota.
  - I have a Valid Driver's License
  - I have professional nursing experience working in a community-based setting.
  - I have professional nursing experience working with teens and/or children's health.
  - I am CPR Certified
  - None of the above
- \* 3. Please list your RN license number. If you are not licensed indicate 'NONE'.
- \* 4. Please list your PHN registration number. If you are not licensed indicate 'NONE'.
- \* 5. Describe your professional nursing experience working in a community-based setting. If you have no experience indicate 'NONE'.
- \* 6. Describe your professional nursing experience with teens' and/or children's health. If you have no experience indicate 'NONE'.
- \* 7. Do you have experience working with electronic health records?

Yes

No

\* 8. If you have experience working with electronic health records, indicate the system name (s), where you gained this experience, how long you worked within the system. If you have no experience indicate 'NONE'.

\* 9. Are you able to fluently speak and write in another language?

Yes

No

\* 10. If you answered 'yes' to the question above, what language do you speak? If you answered no, write N/A in the text box.

\* 11. Your response to this question will help Dakota County evaluate the effectiveness of recruitment sources. Please select the **one** source that most closely describes how you first learned about this opportunity.

Dakota County Website

Job Interest e-mails from Dakota County

Careerbuilder

College Website, Instructor, Career Services

JobsInMinneapolis/StPaul

League of Minnesota Cities

MN Association of Counties

Minnesota Council of Non-Profits

Minnesota Works Website

Monster

InDeed

Social Media (LinkedIn, Mad Mimi)

Job Fair or Dakota County Event

Professional Association Website

I am a former employee of Dakota County

Referred by A Dakota County Employee

Friend, Family or Colleague

Other

\* 12. If you selected Other, please indicate where you heard about this opportunity with Dakota County.

\* 13. If selected for this position, what would be your minimum acceptable salary?

\* Required Question