
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: OUTREACH DIRECTOR / PHN

Grade: 13/14

Reports to: Chief Executive Officer

Department: Outreach

Classification: Exempt

Supervises: Outreach staff

POSITION SUMMARY:

Incumbent is responsible for the organization, implementation and day-to-day management of community health services throughout the organization's service area. Such services provide for the integration of nursing practice and public health practice applied to the prevention of disease and the promotion and preservation of the health of the Indian population. The nature of the practice is continuous and comprehensive, including all program areas and diagnostic groups.

ESSENTIAL FUNCTIONS:

1. Provides supervision and management of the Community Health Representative (CHR) Program, Community Health Aides (CHA) and other personnel assigned to the Outreach Program.
2. Identifies the physical, social and emotional health needs of the individuals and families through systematic assessment utilizing professional skills, health history, physical evaluation and laboratory and other diagnostic tools.
3. Develops comprehensive care plan, based on systematic assessment, involving the patient, physician and/or other appropriate provider, family, nursing and other associates on the health care team.
4. In cooperation with the Medical Department, develops and maintains an immunization program for all appropriate providers, family, nursing and other associates on the health care team.
5. Coordinates field follow-up activities directed at patients with special needs, including those individuals unable to keep scheduled appointments with the organization's providers and outside specialty services.
6. Coordinates discharge planning activities with local hospitals and other institutions providing care to the organization's patients.
7. Participates in establishing programs for guidance and professional development of community health representative staff as well as other outreach personnel assigned to the community health services program.
8. Develops a proficiency in utilizing computerized management information systems, including the IHS Resource and Patient Management System (RPMS) and its various applications appropriate to public health nursing practice.
9. Develops continuing education and in-service programs for departmental staff and other organizational employees as appropriate.
10. Actively participates in the organization's Quality Improvement program.
11. Serves on various committees and work groups as assigned.
12. Assists in the development, implementation and maintenance of policies and procedures appropriate to community health services and public health nursing practice.
13. Prepares and submits all required reports in a timely manner.
14. Shares responsibility in community planning and organization of health services, including identification and interpretation of specific health needs.
15. Provides health education services to individuals, families and groups. Such services include, but are not limited to, diabetes and hypertension prevention and management, maternal and child health, women's and men's special health needs, substance abuse and communicable disease control.

ADDITIONAL RESPONSIBILITIES:

1. With specialized training and written approval, may perform additional and specialized tasks pertinent to assigned area.
2. Performs other related duties as assigned.
3. Learn and implement electronic health records functions as they continue to evolve.
4. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
5. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions:

1. Thorough knowledge of the principles and practices of public health nursing, including knowledge of related cultural, social and economic forces in family, group and community relationships.
2. Awareness and keen appreciation of American Indian customs, traditions and socioeconomic needs. This requires a high level of sensitivity, clear judgment, tact and diplomacy in order to work effectively with numerous tribes with varied cultures and belief systems.
3. Ability to practice public health nursing; to work productively with individuals and with professionals and other groups within the community.
4. Actively seek and use supervision and consultation.
5. Ability to communicate effectively with individuals and groups both orally and in writing.
6. Demonstrates efficiencies in teaching, leadership and interviewing principles and techniques.
7. Ability to maintain a professional attitude and appearance at all times.
8. Ability to meet deadlines and assigned projects in a timely, efficient manner.

EDUCATION AND EXPERIENCE:

1. Graduation from an approved school of nursing and licensed to practice as a registered nurse (RN) in the state of California.
2. Valid certification as a Public Health Nurse (PHN), plus a minimum of five (5) years full-time paid experience in a public health nursing capacity; OR
3. Valid certification as a Public Health Nurse (PHN) and possession of a Bachelor of Science degree in nursing (BSN), plus a minimum of three (3) years full-time paid experience in a public nursing capacity; OR
4. Valid certification as a Public Health Nurse (PHN) and possession of a Master of Science degree in nursing (MSN), or equivalent, plus a minimum of two years of full-time paid experience in a public health nursing capacity.
5. Current CPR certification.
6. Current RN licensure.
7. Possession of a valid California driver's license and current car insurance sufficient to be insurable.

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 use hands to finger, handle or feel; reach with hands and arms. Employee may have to stoop, kneel or crouch occasionally. Employee must be able to talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb or balance and use taste and smell senses. The employee must be able to occasionally lift and/or move up to 25 pound. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is physically and emotionally stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Chief Executive Officer: _____

Date: _____
