

## **PUBLIC HEALTH NURSE-CASA**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of public health nursing activities in the CASA program at the Broome County Department of Social Services. The incumbent has responsibility for initial and ongoing assessment of health needs and developing a plan of care for individuals and families. The work is performed under general direction of a Senior Public Health Nurse-CASA or other higher level nursing or administrative personnel with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts initial and ongoing comprehensive nursing assessments utilizing interviewing techniques, observation, medical and social records, and professional consultation;  
Evaluates clients ongoing level of home care needs and./or facilities adult care/residential health care facility placements;  
Completes Level of Care Assessments, which may include Patient Review Instrument (PRI) and Screen;  
Coordinates initial and ongoing case management functions with relevant community professionals;  
Develops and maintains a current care plan in conjunction with relevant community professionals and clients' formal and informal support systems;  
Advises and supports clients and families with respect to physical, mental, emotional, social, environmental, and other related services;  
Users computers technology and MiFi to access the Health Commerce System (HCS) system and complete the Uniform Assessment System for New York (UAS-NY) for all mandatory Medicaid and waiver programs;  
Receives intake phone calls, documents all calls in the computer system and refers callers to community agencies as appropriate;  
Monitors and documents appropriateness and quality of care through Quality Assistance Program;  
Attends staff meetings, committee meetings, training programs and other related activities;  
Prepares a variety of reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current public health nursing practices;  
Good knowledge of the CASA program and its objectives and goals;

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Good knowledge of the procedures used to perform patient assessments;

Working knowledge of the administrative organizational structure of community agencies;

Skill in the application of current nursing procedures and techniques of patient care;

Ability to make home visits to assess an individual's medical and non-medical care needs, explain various services, and make referrals to appropriate programs and services as needed;

Ability to coordinate services required essential to patient's ongoing care;

Ability to perform duties in accordance with the American Nurses Association Code for Professional Nurses;

Ability to use critical thinking in making decisions and recommendations for the delivery of safe, effective and high quality patient care;

Ability to communicate effectively both orally and in writing;

Ability to manage large volume caseloads;

Ability to use a variety of computer programs;

Ability to keep accurate, detailed records and prepare and present a variety of reports;

Ability to establish and maintain cooperative relationships;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to carry out a plan of care;

Good judgment;

Empathy;

Dependability.

**MINIMUM QUALIFICATIONS\*:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing; and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State; and
- C) Two years of recent experience in home care.

\*Per Section 11.41 of the New York State Department of Health Codes, Rules and Regulations (NYSDOHCCR)

SPECIAL REQUIREMENT AT THE TIME OF ASSIGNMENT: Possession of the appropriate level Motor Vehicle Operator's License.