

**Boone County Department of Public Health
Job Description**

Job Title: Personal Health Services Maternal Child Case Manager
Department: Personal Health Services
Reports To: Director of Departmental Operations
FLSA Status: Non-exempt
Revised Date: December 2016

SUMMARY

Promote and protect health and prevent disease by providing case management to residents of Boone County across the lifespan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- **Carries out all duties of a Case Manager in the WIC and FCM programs such as:**
 - Completing required WIC/FCM scheduled visits in the office and in the clients home as required for pregnant women/infants/children through age 5.
 - Instructing family in care of client, and in maintenance of health and prevention of disease for family members.
 - Assisting community members and health field personnel to assess, plan for, and provide needed health and related services.
 - Participating in programs and educational activities including health conferences and appropriate seminars.
 - Referring families with additional needs to other community agencies and resources.
 - Conferring with parents, physicians, dentists, schools, and other groups to gather and receive pertinent information related to immunizations/Well Child Visit histories.
 - Assisting with walk-in appointments/clinic, additional consultations, and phone support as needed.
 - Reviewing nutritional information and handouts for clients.
 - Carrying out blood lead testing and hemoglobin testing.
- **Carries out all general office duties such as:**
 - Assisting with annual school physical clinics, seasonal flu clinics, and weekly immunization clinics as needed.

- Working with various office and medical equipment. Must be comfortable learning new testing and clinical procedures as mandated by IDPH and CDC and must possess strong computer skills.
- Covering Central Intake as needed.
- Working with various office and medical equipment i.e. computer, scales, etc.
- Participating in Quality Assurance activities as needed.
- Performing other duties as assigned.

JOB SCOPE:

Level of Supervision Received: Minimal supervision once trained; but may need higher supervision during special assignments or training.

Level of Supervisory Responsibilities: This job is not supervisory in nature. May provide guidance and training to new staff and/or interns as applicable.

Contact/Communication with others: Extensive oral, written, and typed communication with individuals within own department, other county departments, and the general public. Contacts and communication occur in person, by phone, fax, or electronic form.

Decision Making Capacities: It is limited to the scope of the essential duties. Will request guidance or clearance for unusual or out-of-scope situations.

QUALIFICATIONS -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 individuals with disabilities to perform the essential functions. Must have the ability to communicate and work well with personnel and the public. Proficient computer, filing, record keeping, and organizational and interpersonal skills are required to perform the above job duties successfully.

EDUCATION and/or EXPERIENCE –

A Bachelor’s of Science in Nutrition or a Nutrition-related field and 3-5 years of experience in public health or a related field.

AND/OR

Certification of graduation from a school of nursing approved by the Department of Professional Regulation; and an Illinois license as a registered nurse by examination; or an Illinois license by endorsement within six months of the initial date of employment. Must possess a Bachelor's degree in nursing from four-year college/university which includes a practicum experience in public health nursing; or an RN from a two-year Associates Degree Program and three years of full-time nursing experience, preferable in a community health or public health setting.

LANGUAGE SKILLS -Ability to read, write, and comprehend instructions, correspondence, and memos. Critical thinking skills are required. Ability to effectively present information in one-on-one and small group situations to clients, co-workers, and the community. **Bilingual candidates in Spanish/English preferred.**

MATHEMATICAL SKILLS -Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY -Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATIONS, LICENSES, REGISTRATIONS - A current Illinois Driver's License and proof of car insurance, and current Illinois RN Licenses (if applicable). Current CLC certification (if applicable) and CPR certification strongly recommend but not required.

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 and taste or smell. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

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. The staff member may be required to travel to attend job-related conferences, training, or go to other departments. The staff member must be able to work well, perform, and complete duties under stress, deadlines, and while attending to multiple duties at once. The staff member must follow all county and department policies, goals, and objectives. The noise level in the work environment is usually moderate.