

Public Health Nurse

1. Assists in the preparation and/or prepares procedure manuals, forms, instructional materials, surveys and questionnaires. (4)
2. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to application and eligibility staff for eligibility determination. (4)
3. Coordinating Medi-Cal covered health services for a client. (6)
4. Coordinates public health nursing services in specialized clinics such as VD, Immunization, Family Planning, Perinatal and Tuberculosis by assessing health care requirements, counseling, teaching and providing follow-up health and social services to clients and their families (6)
5. Make appropriate referrals to other County programs, community agencies and physicians (6)
6. Arranges for required medical and social services consults with client's physicians on matters pertaining to the client's health status and care. (6)
7. May serve as a consultant for public health nursing issues to social workers and other staff. (6)
8. Develops care plans and monitors plans and ensures that follow-up services are provided and documented. (6)
9. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
10. Attends staff meetings, in-service training, team meetings, case conferences (6) and others.
11. Provides consultation for difficult and complex cases. (6)
12. Reviews charts to assure completeness, assess need for referral and education and for quality control. (6)
13. Serves as a case manager for medically high-risk clients. (6)
14. Coordinates specialized clinic activities. (6)
15. Coordinates activities with other services, outside agencies and the community. (6,15,16,17,18)
16. Assists individuals and families with aspects of the Medi-Cal application process. (8)
17. May prepare and monitor grant funded or contract programs and services. (12,13)
18. Participates in defining community health needs. (15,16,17,18)

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19. Prepares statistical and other reports, charts, records and other required documentation. (15,16,17,18)
20. May participate in preparation of procedure manuals, forms, instructional materials, surveys and questionnaires. (15,16,17,18)
21. Assists in developing, coordinating and delivering in-service training programs. (15,16,17,18)
22. Represents the agency at inter-disciplinary and inter-agency meetings. (15,16,17,18)
23. May plan, coordinate, supervise and evaluate (15,16,17,18) programs for special populations.
24. Assists in grant or demonstration project preparation, implementation and evaluation. (15,16,17,18)
25. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15,16,17,18)
26. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (15,16,17,18)
27. Assists to implement and oversee Medi-Cal Administrative Activities claiming process. (19)
28. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19,20)
29. Attends training related to the performance of MAA. (19,20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)