

February 14, 2025

F.L.S.A.: Non-exempt

JOB VACANCY NOTICE

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT – Children’s Special Health Care Services**.

JOB TITLE: **Public Health Nurse - CSHCS**

RATE OF PAY: B.S.N.: \$28.41/hour progressing to \$31.86/hour after 3 years (NN08)

R.N. \$28.03/hour progressing to \$31.02/hour after 3 years (NN05)

APPLICATION PROCEDURE: Apply online at www.baycountymi.gov

POSTING END DATE: **March 14, 2025**

This is a full-time position - up to 40 hours per week, with excellent benefits as provided for within the Public Health Nurses’ FOPLC (Fraternal Order of Police Labor Council), although membership is voluntary.

Benefits include, but not limited to:

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|---------------------------------------|--------------------|
| HEALTH, DENTAL & VISION INSURANCE | LIFE INSURANCE |
| PAID VACATION DAYS | PAID HOLIDAYS (14) |
| PAID SICK DAYS | PAID PERSONAL DAYS |
| PAID PARENTAL LEAVE | PAID BEREAVEMENT |
| PENSION WITH 4% EMPLOYER CONTRIBUTION | FLEX SPEND ACCOUNT |

***Bay County is a qualifying employer for Public Service Loan Forgiveness (PSLF)**

GENERAL SUMMARY:

This nurse will primarily provide home-based public health nursing services to children and their families enrolled in the Children's Special Health Care Services (CSHCS) program following the rules and regulations of the Michigan Department of Health and Human Services (MDHHS). To be cross trained as needed for back up purposes of other health department programs and clinics. Supervision received: Works under the Public Health Nursing Services Manager.

ESSENTIAL FUNCTIONS:

1. Provides program representation for CSHCS clients, coordinates care with Health Insurance and serves as liaison with MDHHS, Medical Providers & other agencies.
2. Follows the CSHCS program policies and procedures to fulfill requirements of the program.
3. Provides PHN assessment for client plan of care and case management including education, referral and care coordination for CSHCS recipients and their families.
4. Coordinates care with families, physicians, pediatric specialists, private duty nurses and other appropriate health and social agencies, as necessary.
5. Following policies and procedures of the immunization clinic, evaluates immunization records and facilitates referral for recommended vaccines.
6. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Performs emergency response roles, and participates in training, as required.
7. Punctual and consistent attendance is required for this position.

8. To be trained in electronic medical programs for documenting client care and communicating with MDHHS.
9. All other duties as assigned including for back up purposes of other BCHD programs.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of job duties performed by personnel so classified.

MINIMUM QUALIFICATIONS:

Licensure: Must possess current license to practice as a Registered Nursing in Michigan. Must possess a Michigan driver's license and have proof of current automobile insurance.

Education: A.D.N. or B.S.N. from a school of nursing approved by the N.L.N. of Nursing.

Experience: Demonstrated competency in practice of professional nursing. Two years of satisfactory public health nursing experience under qualified supervision desired but not required. Experience and knowledge in infant/child health and development and computer skills required.

Physical Requirements: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: generally, 20-50 pounds of force up to one third of the time. Candidate must have adequate visual acuity and hearing comprehension to read reports and communicate with clients and other providers and have adequate physical dexterity to climb stairs, balance and navigate under unstable environmental conditions. Applicants may be required to take written and/or other examinations.

AN EQUAL OPPORTUNITY EMPLOYER

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”

