

## JOB VACANCY ANNOUNCEMENT "RE-ADVERTISED"

**POSITION:** Public Health Nurse II (Maternity Care Coordinator)

**DEPARTMENT:** Health

**SALARY:** Grade 72 Starting Salary: \$18.9548 Hourly / \$39,426 Annually

**OPENING DATE:** September 29, 2017 **CLOSING DATE:** 10/20/17  
5:00 P.M

**APPLY AT:** Duplin County Personnel Office  
County Administration Building - 224 Seminary Street  
Kenansville, NC 28349  
910/296-2174 "Equal Opportunity Employer"

### GENERAL DESCRIPTION OF DUTIES

The primary purpose of this position is to provide Pregnancy Care Management (PCM) to Medicaid and non-Medicaid patients. A high level of nursing skill is required to provide case management and determine the appropriate.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### EXAMPLES OF ESSENTIAL FUNCTIONS

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning other functions if such functions are a logical assignment to the position.

90% Pregnancy Care Management

- Monitors and reviews case load of OB/PCM nursing staff.
- Completes SARS.
- Co-facilitates monthly Care Coordination team meetings.
- Refer potentially Medicaid-eligible pregnant women to prenatal care and Medicaid eligibility determination.
- Contact patients identified as having a priority risk factor through claims data (Emergency Department utilization, ante partum utilization of Labor & Delivery triage unit) for referral to prenatal care and assess for care management need.
- Review and enter all initial and follow-up pregnancy risk screenings received from PMHs covered by pregnancy care management into the Management Information System (CMIS) within seven business days of receipt of risk screening forms.
- Utilize risk screening data and provider referrals to develop strategies to meet the needs of those patients at highest risk for poor outcome.
- Accept pregnancy care management referrals from non-PMH prenatal care providers, community referral sources, and patients. Provide appropriate assessment and follow up to those patients based on the level of need.
- Review CCNC data reports as appropriate and available identifying additional pregnancy risk status data.
- Conduct a thorough assessment by review of claims history and medical record, patient interview, case review with prenatal care provider, and other methods, on all recipients with one or more priority risk factors on initial or follow-up risk screenings and all recipients identified for care management for level of need for care management support. Document assessment findings in CMIS. Assessments continually updated as new information is obtained.
- Assign intensity levels as outlined according to program guidelines, based on level of patient need.
- Provide care management services in accordance with program guidelines utilizing those interventions that are most effective for patients and meeting their needs, including telephone outreach, practice encounters, home visits, and/or other interventions to meet care plan goals.
- Provide care management services based upon level of need as determined through ongoing assessment of the patient.
- Develop patient-centered care plans and document key activities within CMIS.
- Identify community resources available to meet the specific needs of the population.
- Refer identified population to childbirth education, oral health, behavioral health or other needed services reimbursed by Medicaid.
- Refer identified population to community resources including: lactation, parenting, and other supportive services and classes available in the community.
- Participate in relevant PMH meetings.
- Assess and follow-up on compliance with prenatal care plan and other needed clinical services.
- Ensure changes in status and compliance with care are communicated to the PMH and other appropriate providers.
- Provide education about the importance of and assistance with the scheduling of postpartum visits.
- Support 17P treatment through regular outreach and education to patients on 17P treatment and assist patients in arranging for injections in accordance with best practices.
- Arrange transition from the PMH to a primary care medical home for recipients who continue to remain and/or become eligible for care beyond the postpartum period.
- Work with the local Community Care Network Pregnancy Home Coordinator to ensure program goals are met.
- Review and monitor Community Care and/or NCCN, Inc. reports created for the PMH program to determine individuals at risk.
- Communicate with Supervisor regarding challenges with cooperation and collaboration with PMH and non-PMH prenatal care providers.
- Participate in pregnancy care management and other relevant meetings at the local Network.
- Attend pregnancy care management training offered by the Network, the Division of Public Health and/or NCCCN, Inc.
- Attend continuing education sessions coordinated by the Network, the Division of Public Health and/or NCCCN, Inc.

5%

- History taking and work-up of Maternal Health patients for MD/FNP/PA.
- Knowledge of immunizations, physical assessment, TB skin testing, management of minor complaints and illness per standard of care.

### MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may be performed by other staff.

- Review and monitor Community Care and/or NCCN, Inc. reports created for the PMH program to determine individuals at greatest risk.
  - Communicate with Supervisor regarding challenges with cooperation and collaboration with PMH and non-PMH prenatal care providers.
  - Participate in pregnancy care management and other relevant meetings at the local Network.
  - Attend pregnancy care management training offered by the Network, the Division of Public Health and/or NCCCN, Inc.
  - Attend continuing education sessions coordinated by the Network, the Division of Public Health and/or NCCCN, Inc.
- 5%
- History taking and work-up of Maternal Health patients for MD/FNP/PA.
  - Knowledge of immunizations, physical assessment, TB skin testing, management of minor complaints and illness per standing order.

#### MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

##### 5% Other Duties

- Serves as a team member during outreach projects such as flu vaccine season, health fairs, etc.
- Serves as team member during disease outbreaks.
- Serves as team member during disasters for staffing of emergency shelters.
- Other duties as directed by supervisor

#### MINIMUM TRAINING AND EXPERIENCE

- Graduation from a four-year college or university with a BS Degree in Nursing which includes a Public Health Nursing rotation; or
- Graduation from an accredited school of professional nursing and one year of professional nursing experience; or
- An equivalent combination of education and experience.

#### SPECIAL REQUIREMENTS

- Must be or become certified in basic CPR life support
- Valid, current NC driver's license.
- Reliable means of transportation.
- Introduction to Principles and Practices of Public Health Nursing
- Experience in pediatrics, maternity, family planning, and adult health nursing