

Registered Nurse IHSS
(MSS Title: Nurse Case Manager)

Inyo County
Health and Human Services

<i>Application Deadline</i>	Open Until Filled
<i>Monthly Salary</i>	\$5,303 - \$6,445
<i>Recruitment Type</i>	Open to the Public, Full-Time
	<u><i>Tentative Examination Date</i></u>
<i>Oral Examination</i>	On or Before July 28, 2017 <i>Examination will be held in Inyo County</i>
<i>Work Location</i>	Bishop, California and County Wide <i>Inyo County is an Equal Opportunity Employer</i>

The Position

This classification series is responsible for conducting IHSS assessments, including assessments for paramedical services, carrying a caseload of IHSS cases, and coordinating/ consulting with social worker staff on the medical needs of clients. The Nurse Case Manager is equal to the Registered Nurse classification in its requirements and is responsible for performing the full journey-level professional nursing/medical caseload duties. This level of Nurse Case Manager should be responsible for independently handling the full range of nursing and medical caseload functions in such programs as the In-Home Support Services Program.

Minimum Qualifications

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process. Applicants must meet the minimum qualifications by the application deadline.

An associate degree in nursing is required; however, a bachelor degree in nursing is highly desirable; **and** possession of a valid license to practice as a Registered Nurse in the State of California; **and** six (6) months of full-time experience performing professional nursing duties at the journey level.

To view additional information about the typical duties, knowledge, skills and abilities for this classification, please visit our website at https://secure1.cpshr.us/mss_jobs/InfoListings.aspx and search for the classification title.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance and a DMV clearance.

Current and future vacancies will be filled contingent upon continued funding; should funding cease, the position will be eliminated.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the bilingual proficiency examination administered by CPS HR Consulting prior to appointment.

Examination Information

The examination process may include one or more of the following components: application evaluation, computer skills assessment, secondary screening, supplemental questionnaire, written examination, writing assessment, job related exercise, and/or a structured oral examination.

The tentative dates of the examination components are listed on the first page of this job bulletin. In the event that a supplemental questionnaire is included, please note that the answers provided may be used as a secondary screening to evaluate applicants.

The exam will be weighed based on the examination components administered for this recruitment.

Notifications

CPS HR Consulting will send you an email informing you of your status once it has been determined. Applicants who apply via a paper application and do not provide an email address will receive all recruitment notification(s) via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact CPS HR Consulting at mss@cpshr.us.

Please add emails with the extension of @cpshr.us to your safe sender email list (example: mss@cpshr.us). This will help ensure that you receive all notifications. Periodically check your spam folder.

CPS HR Consulting is not responsible for emails that are not received, and examinations will not be re-scheduled as a result of emails not being received.

Some positions require that all approved applicants take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral examination for this position, please note the following: Prior to being scheduled for the oral examination, you may receive an email regarding scheduling an examination time from CPS HR Consulting, mss@cpshr.us. If you do not respond to the email sent to you by the specified deadline, or you are not available on the specified examination date, you will not be scheduled for the oral examination.

Special Testing Arrangements

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CPS HR Consulting at mss@cpshr.us or 916-263-3614 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

Foreign Education

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to CPS HR Consulting at 916-648-1211 or by email to mss@cpshr.us prior to the application deadline. Applicants who have previously submitted degree equivalency documentation must notify CPS HR Consulting.

About Inyo County

Inyo County, with a population of approximately 18,000 residents, is located on the eastern side of the Sierra Nevada Mountain Range, south of Yosemite National Park.

The City of Bishop, with a population of over 3,000, is the only incorporated city in Inyo County. The greater Bishop area is home to over 12,000 residents.

Inyo County is a land of magnificent natural diversity. Mount Whitney is the highest peak in the lower 48 states; Death Valley is the lowest point in the U.S. The County also encompasses the John Muir Wilderness. The County is known for the cleanest air quality, purest water and one of the safest environments in the state.

How to Apply

Applicants must submit a completed online application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and follow the instructions.

The information you include on all recruitment and selection related documentation is an integral part of your examination and will be reviewed and evaluated based on the current job requirements. Only the education, experience, and training you list will be compared to the criteria measuring the qualifications for this job, and only applicants with the most relevant education, experience, and training will be included in each phase of the selection process. ***Therefore, it is especially important that your responses to each component of this process be as complete and detailed as possible.*** Be very careful to list all relevant education, experience, and/or training that should be taken into account for this job.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. POSTMARKS ARE NOT ACCEPTED. Application packets may be obtained by contacting CPS HR Consulting, or the Social Services, Child Support, or Human Resources Department in the County.

CPS HR Consulting
Merit System Services Unit
241 Lathrop Way, Sacramento, CA 95815
Website: www.mss.ca.gov
Email: mss@cpshr.us
Phone: (916) 263-3614

Note: Your application and any additional material become the property of CPS HR Consulting.

Please make a copy for your file.

This job bulletin will not be available online after the application deadline.

Please print a copy for your records.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. CPS HR Consulting reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

Bulletin Issue Date: Friday, April 28, 2017

SUPPLEMENTAL QUESTIONNAIRE

IHSS Nurse Case Manager

(MSS Title: Nurse Case Manager)

Inyo County Health and Human Services

APPLICATION DEADLINE: Open Until Filled

Name: _____

Date: _____

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. It is important that your responses be as complete and detailed as possible. Please write your responses on separate sheets of 8 ½ X 11 paper, referenced to the appropriate questions, and attach them to this cover sheet. **FOR ONLINE APPLICANTS, THESE QUESTIONS WILL BE INCLUDED IN THE SUPPLEMENTAL SECTION OF THE APPLICATION.**

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO CPS HR CONSULTING BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION PROCESS.

1. Do you currently possess a valid license to practice as a Registered Nurse in the State of California in good standing?

- No _____
- Yes (enter license number) _____ (enter expiration date) _____