



**CALHR**  
invites applications for the position of:

## **Registered Nurse - In-Home Support Services**

---

<b>SALARY:</b>	\$5,971.00 - \$7,255.00 Monthly
<b>DEPARTMENT:</b>	Inyo County Health and Human Services
<b>OPENING DATE:</b>	09/08/21
<b>CLOSING DATE:</b>	09/21/21 11:59 PM

### **POSITION INFORMATION:**

This classification series is responsible for conducting paramedicals, carrying a caseload of IHSS cases, and coordinating/consulting with social worker staff on the medical needs of clients.

The Nurse Case Manager class series differs from the typical nursing classifications such as Licensed Vocational Nurse, Registered Nurse, and Public Health Nurse in that Nurse Case Managers carry a caseload and conduct in-home medical visits in support of social services functions.

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.

#### **SUPERVISION RECEIVED AND EXERCISED:**

General supervision is provided by a higher-level departmental staff. Responsibilities of the Nurse Case Manager may include the direct supervision Nurse Case Assistants as well as other, lower level staff.

### **EXAMPLES OF DUTIES:**

#### **Depending upon assignment, duties may include, but are not limited to, the following:**

- Conduct in-home visits to assess the medical and social services needs of clients.
- Take and record temperatures, pulses, respirations, and blood pressure readings; observe and report symptoms, if required.
- Provide problem-solving intervention with clients and referral of services to community resources.
- Serve a liaison between medical community, social work staff, providers, and clients of service to facilitate implementation of health care plan.
- Arrange for appropriate medical follow-up.
- Provide case management for clients which includes conferring with other professionals, coordinating services with other social and/or health agencies, and making referrals when appropriate/necessary.
- Educate and counsel individuals and families regarding certain health care issues.

- Keep and maintain records, forms, and files.
- If assigned, supervise, assign, train, and evaluate subordinate employees.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Nursing theory, principles, and practices.
- Causes, treatment, prevention, and early detection of communicable or chronic diseases and handicapping conditions.
- Federal, state, and local laws and regulations governing public health.
- Child growth and development theory and principles.
- Cultural differences in health care.
- Nutrition and preventative medical and health practices.
- Community resources.
- Medical terminology.
- Medical equipment and supplies and their use.
- Emergency care including CPR.
- Use, administration, and effects of narcotics and medicines.
- Social Services mission and programs.

### **Ability to:**

- Perform medical assessments.
- Administer immunizations and to recognize their possible side effects.
- Take medical histories.
- Provide training for support staff and providers on proper care.
- Work independently and as part of a team.
- Maintain and interpret medical records and reports.
- Establish and maintain effective line of communication and with clients, community members, and fellow workers.
- Give and follow oral and written instructions.
- Work under conditions of changing priorities and tight time schedules.

## **MINIMUM QUALIFICATIONS:**

An associate's degree in nursing is required; however, a bachelor's 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.

## **SUPPLEMENTAL INFORMATION:**

### **ADDITIONAL INFORMATION**

- A valid driver's license will 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.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. Applicable

agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

### **VETERANS PREFERENCE**

If you would like to request Veteran's preference points as part of the application packet, please attach a copy of your DD-214 to your application.

For the purpose of this section, a veteran is one who has received an honorable discharge from active duty, and has served:

1. During one of the following wartime or equivalent periods:
  - Sept. 11, 2001 to End of Operation Iraqi Freedom
  - Aug. 2, 1990 to Jan. 2, 1992
  - Jan. 31, 1955 to Oct. 15, 1976

2. During peacetime for which service a campaign or expeditionary medal has been authorized by the Government of the United States and where discharge was under honorable conditions. This would include Lebanon, Grenada and Southwest Asia.

A copy of the discharge form (DD-214) shall be submitted to CalHR MSS for each position applied for, along with an application for employment requesting such preference, on or before the final filing date specified on the job announcement. Failure to submit the required credentials (DD-214) prior to the final filing date will be deemed a waiver of credits.

### **EXAMINATION INFORMATION**

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.

### **SPECIAL TESTING ARRANGEMENTS**

Special testing arrangements may be made to accommodate applicants for disability, military, or for religious reasons. If you require such arrangements, please contact Merit System Services at [mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov) or (916) 323-2360 a minimum of five business days prior to the scheduled examination date. Documentation may be required.

### **ABOUT INYO COUNTY**

Self-proclaimed as the Adventure Capital of the World, Inyo County offers natural and extreme geographic diversity. From Mount Whitney, the highest peak in the 48 contiguous US states to the lowest elevation in North America at Badwater Basin in Death Valley National Park, Inyo County has the greatest elevation difference of any of the California counties. The County is also home to the oldest life forms in the world with the Great Basin bristlecone pines, and notably the oldest living tree on Earth. Inyo County is the second largest in area in California, and the Death Valley area comprises half of the County. With these extremes of nature, as you would expect, there are abundant activities, including world class alpine climbing, backcountry skiing, hang gliding, and mountain biking. There is a wealth of beauty to be found in the peaceful desert, mountain streams, granite peaks, wildflower covered meadows, and the historic John Muir Wilderness. The rich natural history and breathtaking scenery make Inyo County a favorite location for visitors and residents alike.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/mss>

Position #MSS02174  
REGISTERED NURSE - IN-HOME SUPPORT SERVICES  
FA

CalHR, Attn: Merit System Services  
1515 S Street, North Building, Suite 500  
Sacramento, CA 95811  
916-323-2360

**Registered Nurse - In-Home Support Services Supplemental Questionnaire**

\* 1. I currently possess a valid license to practice as a Registered Nurse in the State of California in good standing.

Yes    No

\* 2. What is your nursing license number and expiration date? (If you answered no to the previous question, enter NONE.)

\* Required Question