

# Todd County

MINNESOTA



**TODD COUNTY**  
invites applications for the position of:

## Registered Nurse

**SALARY:** \$24.92 - \$31.57 Hourly

**OPENING DATE:** 06/12/19

**CLOSING DATE:** 06/28/19 04:30 PM

### PURPOSE OF POSITION:

Under general direction of the Unit Manager / Supervisor this position provides registered nursing services to individuals and communities. This position is responsible for using a holistic approach to complete individualized assessments and develops and implements plans using the nursing process, to enhance and protect the quality and dignity of life for the diverse population served.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department/Division leader and keeps management apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

#### Position Specific Essential Duties and Responsibilities

**The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Assesses clients in the home, office, a community facility, or other places of residence.
- Develops, implements, and evaluates nursing service or care coordination plans; authorizes services for delivery by others involved with a client.
- Provides nursing services, care coordination, crisis intervention, and advocacy for clients.
- Provides nursing procedures supportive to physical health such as medication management, injections, venipunctures, complex wound care including wound vacuums; ostomy care; use of physical health monitoring devices and medical screening such as pulse oximeter, coagulation testing, and blood pressure reading.
- Counsels and educates families and community groups in activities that promote a higher level of wellness and reduce the risk of disease and injury, including environmental health threats.
- Coordinates internal and external client referrals; gathers documentation to assist clients in obtaining services and accessing community resources.
- Communicates with medical providers and performs delegated nursing functions, including technical procedures as indicated by the client's individualized plan.
- Documents nursing interactions and maintains client records as required by department policy and the MN Nurse Practice Act.

- Develops and directs service plans for individuals and completes work assignments for paraprofessional staff, including Home Health Aides. Assists the RN Team Lead with HHA annual Performance Evaluations.
- Interprets department or county policies or other agencies' standards or requirements and coordinates services with others to achieve effective and efficient services
- Participates in student educational experiences based on objectives developed by the school and applicable activities identified by the Unit Manager and Supervisor.
- Participates in legal proceedings as warranted per case.
- Provides occasional holiday/ quarterly weekend on-call nursing which may include skilled nursing visits and supervision of Home Health Aides.
- Participates in community events as requested, such as health fairs, forums, and groups which may occur weekends or evenings.
- Strictly observes all data privacy laws.

Following is a list of services that shall be assigned depending on the agency needs with consideration given to employee strengths. Employees shall expect to be assigned in multiple program areas.

- Medicare Certified Home Health Care Service
- Child health screening including Child & Teen Checkups and Early Childhood Screening
- Child health services including dental varnish, blood lead screening
- Car seat education and dispersal
- Long Term Support Services, MN Choices & Relocation Services Assessment & Coordination
- Personal Care Attendant assessments and plan development
- MN Senior Health Options, MN Senior Care Plus, Elderly Waiver, Alternative Care grant
- Community Alternatives for Disabled Individuals (CADI), Community Alternative Care (CAC), Brain Injuries (BI) waivers
- Public Health Nursing Clinics
- Immunization services
- Participate in public health emergency preparedness activities.
- Care Connector role for county based purchasing provider- SCHA
- Provide health plan contracted services follow up for individuals
- Participate in community assessment and planning as requested
- Participate in quality improvement and department strategic planning
- Community resource, information and referral
- Others as department may implement

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

Completion of an approved Associate or Diploma degree that results in MN registered nurse licensure;  
 prefer one year experience in nursing  
 Unencumbered MN Registered Nurse License  
 MN Merit System qualified  
 Must possess and maintain a valid Driver's License  
 Must pass criminal background check

### **Preferred Qualifications**

Bilingual (English/Spanish)

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Nursing Practice Act.
- Knowledge of the practice of Public Health nursing theory and its application in the community.
- Knowledge of behavior as it relates to individuals, family dynamics and systems, physical and mental illness, chemical dependence, developmental disabilities, traumatic brain injuries, severe emotional disturbances, and aging, in order to maintain optimal health.
- Knowledge of the socioeconomic factors which promote and maintain optimal health for individuals, families and communities.
- Knowledge and utilization of appropriate community resources and services.
- Knowledge of child welfare laws, the vulnerable adult act and the court system.
- Ability to make independent decision.
- Ability to analyze and evaluate complex and crisis situations and assist individuals and families in

resolving those situations.

- Ability to effectively communicate verbally and in writing, including diverse populations.
- Ability to apply motivational interviewing techniques.
- Knowledge of governmental public health, rules, laws and policies governing health and human services.
- Knowledge of agency operations, policies and procedures.
- Knowledge of quality assurance and quality improvement.
- Skills with computer use and software programs.
- Skill in logical and creative thinking.
- Ability to represent Todd County professionally with other community partners and governmental agencies.
- Ability to work cooperatively and respectfully in all situations.

### Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 40 pounds of force; work regularly requires repetitive motions, frequently requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.todd.mn.us/>

Position #115D  
 REGISTERED NURSE  
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215 1st Ave S, Suite 300  
 Long Prairie, MN 56347  
 320-732-6155

[HR@co.todd.mn.us](mailto:HR@co.todd.mn.us)

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### Registered Nurse Supplemental Questionnaire

- \* 1. Do you have an approved Associate or Diploma degree that results in MN registered nurse licensure?
  - Yes with 1-2 years of experience in nursing.
  - Yes-with 2+ years of experience in nursing.
  - Yes- less than 1 year of experience in nursing.
  - No
- \* 2. Do you have an unencumbered MN Registered Nurse License?
  - Yes
  - No
- \* 3. Do you have prior experience with MNChoices assessments?
  - Yes
  - No
- \* 4. Are you Merit System Qualified?
  - Yes
  - No, but plan to apply on Merit.
  - No

- \* 5. Do you have a valid driver's license?
- Yes  
 No
- \* 6. Are you Bilingual (English/Spanish)?
- Yes- Fluently  
 Yes- Minimal  
 No
- \* 7. Can you perform all of the physical requirements of the position?
- Yes  
 No
- \* 8. To successfully apply for this position, you must complete a Todd County application AND a MN Merit application. Instructions to complete the Merit application – Registered Nurse Go to: <https://www.governmentjobs.com/careers/mnmeritsystem> 1. If you have never applied in NeoGov, you will need to set up an account. To do so, click on "Sign In" (on the top of the page) and then on "Create an Account." Complete the required information and submit. You will get an e-mail confirming your user ID and password. 2. Go back to the link in # 1 above. 3. From the Menu - click on "Job Opportunities" 4. Go to "Registered Nurse" - complete and submit an application. If you have any changes to your application, such as updating your availability, please notify the Merit System directly at 651-431-3030.
- I will apply on Merit site.  
 I have already applied on Merit.  
 I do not understand how to apply to Merit but will call 651-431-3030 for assistance.
- \* 9. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?
- Yes- Qualified Disabled Veteran (10% or higher disability rating)  
 Yes- Qualified Vet or Spouse of Deceased Vet  
 No
- \* Required Question