



KITSAP PUBLIC HEALTH DISTRICT



OUR VISION

Striving to make Kitsap County a healthy and safe place to live, learn, work, and play.

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*The Kitsap Public Health District is an
Equal Opportunity Employer*

Drug-Free Workplace

*The Kitsap Public Health District is a
drug-free, tobacco-free workplace.*

PUBLIC HEALTH NURSE KITSAP CONNECT

Salary: \$4,425 to \$6,225 per month, DOEQ

Hours: 40 hours/week (100% FTE), may include evening or weekend hours

Status: Regular, full-time, with benefits

Closing Date: June 5, 2016

Please note: This position is grant-funded through December 31, 2017. Guarantee of continued employment after that time is contingent upon receipt of additional grant funding. The incumbent will be housed at the Bremerton Salvation Army offices, 832 6th Street, Bremerton, WA 98337

The Position

Kitsap Public Health District recently received funding to launch a new project - *Kitsap Connect* (also referred to under its original grant title of the *Crisis Response and Coordinated Care Demonstration Project*). This collective impact project, which is founded on principles of harm reduction and trauma informed care, will help some of the most vulnerable residents of Bremerton and Central Kitsap, who are experiencing (or are at risk of) mental illness, chemical dependency, physical illnesses, and homelessness by improving access to the care they need. Using a multi-disciplinary, mobile outreach team that includes intensive care coordination services, this project will provide the critical engagement and connective tissue to link these residents with desperately needed services that will ultimately reduce the severity of behavioral health issues, serious physical health complications, and homelessness. This will, in turn, reduce inappropriate or unnecessary utilization of costly services. The Public Health Nurse is a critical member of the multidisciplinary team.

DEFINITION

Under the direction of the Program Coordinator 2, the incumbent participates on the Kitsap Connect team as the content expert in chronic and communicable disease, health promotion, self-management tools, and healthy living strategies. The incumbent provides targeted health education, resources, referrals, and linkages to appropriate health care providers for persons who may be homeless, have mental health problems, and substance abuse problems. The incumbent must have skills in chronic disease management, motivational interviewing, crisis intervention, and care coordination.

Essential Functions:

- Conducts intake/assessment interviews with clients having complex social, behavioral, mental, and physical health issues who are referred to the team by various partner agencies.
- Makes field visits and telephone calls to assess client needs, link client to needed resources, and arrange for needed supportive services.
- Participates in team care plan development and care coordination conferences.

Physical Demands & Working Conditions

- Work is performed primarily in the field and community settings, with occasional travel to attend meetings, conferences, seminars, etc. Work is also performed in the office (team meetings, case conferences, etc.).
- Requires the ability to communicate with others orally, face to face, and by telephone. Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations. Requires visual acuity to read computer screens, printed materials, and detailed information.
- May occasionally be required to work a varying schedule which may include evenings and weekends.
- Exposure to individuals from the public who are upset, angry, agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience and courtesy at all times.
- The incumbent is required to use the combined senses to touch, sight, smell and hearing during on-going client assessment. Duties require the ability to read typewritten and/or handwritten orders and notes in patient charts; measure medications; distinguish colors; observe changes in a patient's skin color and condition; hear through a stethoscope to measure patient's blood pressure and listen for heart and lung sounds.
- Ability to move freely throughout the work setting and respond to emergency situations quickly.
- Off-site visits require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis.
- While performing field visits, the incumbent encounters unsanitary conditions, animals (pets), and clients and/or family members who are smoking, exposing the incumbent to second-hand smoke which may cause allergic reactions and/or illness.
- The incumbent is exposed to emotionally disturbing experiences. The incumbent is expected to remain calm, controlled, and professional regardless of the situation and to demonstrate care and compassion to the client, family member and other members of the health care team.
- Regularly the incumbent will be required the ability to lift/and or carry objects and materials up to ten pounds. Occasionally, the incumbent in this position may be required to lift/ carry objects up to twenty pounds; rarely the incumbent may be required to lift/carry objects up to fifty pounds.

Essential Functions continued:

- Serves as the team content expert on chronic disease management and health promotion.
- Provides health education that includes prevention and risk reduction education as needed. Assists clients in skills-building to increase capacity to self-manage chronic conditions.
- Establishes strong collaborative relationships with health care, social service agencies, criminal justice, law enforcement, and others to assist/coordinate with discharge planning, referrals, and continuing care.
- Coordinates client participation in appropriate educational and social activities.
- Maintains records on all client encounters including home and office visits, telephone calls, and contact with client's providers.
- Provides technical expertise and support to team on electronic medical records.
- Works collaboratively with the Kitsap Connect team to address client needs.
- Supports the Project Coordinator 2 in soliciting funds through grants and proposals to support the sustainability and expansion of the program as needed.
- Completes timely and accurate random moments to comply with contractual requirements of Medicaid Administrative Match.
- Keeps current on and complies with HIPAA and other privacy regulations.
- Models a lean organizational culture that promotes the practice of respect for people, openness, trust, safety, transparency, collaborative problem solving, managing with data, incremental continuous improvement.
- Completes electronic timecard on a weekly basis.
- Responds to public health emergencies as required by the District. Assists in coordinating with other agencies and emergency providers.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned.

Requirements

- Bachelor's degree in nursing (BSN) from a school accredited by the National League of Nursing with coursework that includes a community health component;
OR
- The combination of a bachelor's degree in a related field, such as public health or health education, and at least four years of public health nursing experience, may be substituted for the BSN requirement, provided the candidate graduated from a school of nursing accredited by the NLN (diploma, AA or AS).
AND
- Possession of a valid license to practice as a Registered Nurse in the State of Washington is required.
- Must be passionate about working with people who face complex social and health issues, including homelessness, chemical dependency, mental illness, and chronic disease. Must fully embrace and be willing to advocate for harm reduction strategies.
- History of participating in multi-disciplinary team and collaborative projects preferred.
- Familiarity/proficiency in motivational interviewing, stages of change theory, harm reduction strategies, and trauma informed care strongly preferred.
- Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, use of a personal vehicle, and proof of appropriate auto insurance.



Physical Demands & Working Conditions continued:

- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

What Public Health Does

- **Essential programs for improving health:** immunizations, communicable disease prevention, and chronic disease and injury prevention.
- **Information that works:** Educational programs on everything from infant mortality to healthy aging, information on community health trends.
- **Protecting you and your family every day:** Services such as drinking water and recreational water quality monitoring, septic system inspections, restaurant inspections, hazardous waste control, disease prevention, and emergency planning.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The needs of our community's most vulnerable residents suffering with mental illness, chemical dependency, chronic disease and housing instability and/or homelessness.
- Principles, procedures, functions and practices in public health promotion and community outreach.
- Correct English usage including grammar, spelling, and punctuation.
- Computer operation and a variety of software including spreadsheets and databases.

Ability to:

- Build an effective multidisciplinary Kitsap Connect team.
- Collaborate with mental health, chemical dependency, homeless and housing service providers, social service, healthcare, law enforcement, criminal justice and others.
- Interpret public health subjects in an effective manner to assess community health needs and program effectiveness.
- Obtain public media coverage of health problems and programs.
- Develop quality proposals for grant and other special funding.
- Work effectively with medical, social service, and law enforcement leaders of the community.
- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.
- Use tact, discretion, respect and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, representatives of other agencies and businesses, and diverse members of the public.
- Read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
- Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Fulfill the commitment to provide outstanding customer service.
- Organize, prioritize and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative. Apply good judgment, creativity and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Be attentive to detail, consistently follow written and oral instructions and guidelines, maintain a high degree of accuracy and complete records, check data, and prepare and review material in reports and correspondence.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective and professional manner.
- Gather and analyze data and develop clear, concise and comprehensive reports, correspondence and other written materials.
- Coordinate, organize, and prioritize work, follow directions, instructions and protocol in the course of duties assigned.
- Work both independently and cooperatively within a collaborative team-oriented environment.

Kitsap Public Health District



QUALITY BENEFITS

Our benefit package is strong, and driven by our commitment to provide comprehensive, affordable health insurance for our employees and their families. We design our benefit package to be flexible, so employees can choose the benefit package that best suits their needs. Employees who work a regular schedule of at least 20 hours per week are eligible for health benefits.

MEDICAL, DENTAL AND VISION INSURANCE

For full-time employees, we pay 85 to 100 percent of the average premium for our comprehensive group medical and dental insurance plans for employees and their dependents depending on the number of persons they choose to cover. Employees with other coverage may elect to waive medical and/or dental coverage and instead receive a monthly deposit to either a Flexible Spending Account for dependent/child care costs or a Health Reimbursement Account for out-of-pocket medical, dental and vision expenses. Part-time employees receive pro-rated benefits contributions.

LIFE AND DISABILITY INSURANCE

We also provide other benefits, such as a \$48,000 term life insurance policy and a long-term disability policy. Employees may choose to purchase additional life and disability insurance. Employees may, at their option, purchase additional life or long-term disability insurance, dependent life insurance, accidental death and dismemberment insurance and, short-term disability coverage.

RETIREMENT AND SAVINGS PLANS

Eligible employees participate in the Public Employees Retirement System (PERS) a defined benefit retirement plan managed by the Washington State Department of Retirement Systems. The plan is funded by a combination of employer and employee contributions. In addition, we offer a choice of three 457 Deferred Compensation retirement plans that allow individuals to set aside a portion of their income for retirement on a tax-deferred basis. These plans are similar to 401-K plans offered by for-profit employers. We provide a continuing education allowance and paid time off for training so employees can pursue their professional goals and take responsibility for career advancement by learning new skills.

PAID TIME OFF

We offer generous paid time off, with “general leave” that begins with 18 days per year for eligible full-time employees and increases to 31 days per year after 25 years of service. “General leave” is used for vacation, personal appointments, minor illnesses, etc. For longer term illnesses, injury or pregnancy, we also provide 6 days of “extended leave” per year. In addition, we have 11 paid holidays per year, including the day after Thanksgiving and a personal floating holiday. We offer bereavement leave, all state and federally mandated leaves such as family medical leave, military leave, and other leave categories that help our employees manage significant life events.

Essential Functions

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

Other Information

To Apply:

To complete the Kitsap Public Health District's online application, please follow the link provided in the email announcement. To apply, simply click on the *Position* at the bottom of this page. Then click on the *Apply* link on the right side of the job announcement.

If this is the first time you are applying using the Neogov online job application system, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening. Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

Application Review: Applications are evaluated solely on the information provided by the applicant; PLEASE BE THOROUGH and pay particular attention to completion of the NUMBER OF HOURS WORKED for each position held.

Equal Opportunity: The Kitsap Public Health District is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status,* or any other basis prohibited by federal, state, or local law.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process will be made upon request with reasonable notice. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Identification: Applicants who are offered employment with the District are required to provide proof of identity and authorization to work in the United States by the employee's third day of employment, as required by the U. S. Citizenship and Immigration Services.

Use of Automobile: Persons whose positions require the use of an automobile will be expected to use their own private vehicle, and will be asked to provide proof of appropriate auto insurance. It is also necessary that such employees to have and maintain a current, valid Washington State driver's license.

Disclaimer: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Drug-Free Workplace: The Kitsap Public Health District is a drug-free, tobacco-free workplace.

Examination Procedure: The examination for positions will consist of either verification or evaluation of the applicant's experience and training based upon information contained in the application AND/OR, oral test (panel interview) to evaluate the applicant's suitability for the position; PLUS, skills testing may be administered, PLUS, references will be obtained from former employers, etc.

Note: A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.
