

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Public Health Care Manager II
Department: Health
Revised : January 2023

Class: Professional
FLSA: Exempt

This job description supersedes any prior description for the Public Health Care Manager II classification.

GENERAL DESCRIPTION

Intermediate level professional nursing work in operational supervision and/or participation in a variety of departmental programs. Supervisory responsibilities as a program charge care manager are performed with a degree of independence within the framework of standard routines, policies, and procedures. Operational supervision is often exercised over subordinate care management staff personnel. Supervision is received from a Social Work Supervisor II, who reviews work through analysis of reports and periodic conferences. The Rowan County Director of Nursing is available for medical review and support. Work is differentiated from that of Public Health Care Manager I by greater complexity of work and/or well-defined supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises subordinate care management staff personnel and participates in the performance of a wide variety of care management procedures such as conducting screening tests, soliciting information, providing information and counseling, and making health care referrals relative to programs of the Department.

Coordinates assigned program functions; assures patient follow-up, education, and clinic preparation as per schedule.

Develops patient care plans for clients; plans and reviews the work and patient care plans of other care managers; provides critical and/or complex care management services to patients requiring frequent to continuous monitoring, assessment and observation, some adjustments in treatment, and/or instruction due to frequent changes in patient's condition.

Serves as liaison with physicians, local hospital, group homes, schools, residential facilities and/or other community programs in assigned clinic programs.

Performs work of Public Health Care Manager I as necessary.

OTHER JOB FUNCTIONS

Maintains a variety of records; prepares a variety of reports. Advanced skilled nursing assessments may be required at this level.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

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Thorough knowledge and skill in the application of nursing/care management theory, practices, principles, and techniques employed in the field of public health.

Considerable knowledge of current social and economic problems relating to public health.

Considerable knowledge of available resources and organizations and the ability to coordinate these as needed.

Ability to plan, coordinate, and supervise the work of others.

Ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions.

Ability to secure the cooperation of clients, to elicit needed information, and to maintain effective working relationships with patients, representatives of resource agencies, and other employees.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and should be worn.

MINIMUM EXPERIENCE AND TRAINING

Graduation from an accredited school of professional nursing and one year of professional nursing experience. Must be licensed to practice as a Registered Nurse by the North Carolina Board of Nursing. A valid driver's license is required.

This job description does not create an employment contract, implied or otherwise.