



## Sangamon County Department of Public Health

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| <b>Position</b>           | <b>R.N./Case Manager – Menard County</b>   |
| <b>Work Hours</b>         | 8:00 a.m. – 4:30 p.m. (3 days per week)<br>8:00 a.m. – 7:00 p.m. (Monday)<br>8:00 a.m. – 1:00 p.m. (1 day per week)<br>Monday - Friday |
| <b>Benefits and Perks</b> |  |
| <b>Salary range:</b>      | \$58,839.93 annual / \$30.1743 hourly  |
| <b>Time off:</b>          | 2 weeks paid vacation   12 paid sick leave days<br>3 paid personal days   13 paid holidays per year                                    |
| <b>Insurance:</b>         | Health Insurance   Dental Insurance   Life Insurance   |
| <b>Other benefits:</b>    | Mileage reimbursement   Death Benefits   Retirement  |
| <b>To Apply</b>           | Submit application <sup>1</sup> and supporting documents through one of the following methods:   |
| <b>1) Email</b>           | <a href="mailto:healthhr@co.sangamon.il.us">healthhr@co.sangamon.il.us</a>   |
| <b>2) Fax</b>             | 217-535-3104   |
| <b>3) Mail</b>            | John Ridley<br>Director of Public Health<br>Sangamon Co. Dept. of Public Health<br>2833 S. Grand Avenue, East<br>Springfield, IL 62703 |
|                           | <sup>1</sup> <a href="#">Sangamon County Department of Public Health Job Application</a>   |

**Deadline to Apply:** November 30, 2023

**Statement from Sangamon County Department of Public Health:**

*We value diversity and inclusion at Sangamon County Department of Public Health. We strive to reflect this value in our work culture and our passion to the employees and community of Sangamon County.*

*We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of age, race, gender, sexual orientation, religion, disability, national origin, or any other part of someone's identity. If you have a special need or disability requiring accommodation, notify us using one of the contact methods above.*

The Sangamon County Department of Public Health (SCDPH) is seeking applicants to perform duties primarily as a Registered Nurse/Case Manager for Menard County. These duties include:

- Providing nursing services at the SCDPH location in Petersburg, including providing immunizations, patient and family education and medication administration.
- Performing TB testing following TB Protocol/Procedures and Clinic Procedures (referrals for chest x-rays, appointments for assessments at SIU Infectious Disease Clinic or private doctor, completes TB clinic forms and notifies SCDPH ID nurse of referrals made).
- Performing pregnancy testing in walk-in clinic, and WIC proof. Provide results to client; refer for needed services, i.e., WIC, FCM, medical card, doctor, Care Center, Planned Parenthood.
- Providing family case management to MCH clients referred to this agency as defined in the Illinois MCH Programs Policy and Procedure Manual, as assigned.
- Certification of WIC clients as defined in the WIC Policy and Procedure manual, as assigned.
- Assisting the WIC Coordinator in developing and providing nutrition education program for WIC clients, as assigned.
- Making referrals to other programs (Early Intervention, Start Early, Breastfeeding Peer Counselor, etc.) as appropriate for client's needs and documenting same in the appropriate state MIS system.
- Providing back-up coverage for the BIOT staff for Menard County during a declared emergency or pandemic event. This includes completing all required BIOT training programs and participating in exercises with the BIOT staff.
- Providing guidelines and current recommendation for disease prevention to health care providers, workplace, childcare, schools and general public.

*The work assigned to this position may not include all possible tasks in this description and does not limit the assignment of any additional tasks for this position.*

#### **Required Qualifications:**

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- A valid Class D Illinois Driver's License
- Applicants will be a resident of Menard County or be willing to move into the County within 6 months of employment.
- Ability to use personal automobile with proof of current insurance
- In the event of public health emergencies, this position may be required to work evenings and/or weekend clinics as assigned.
- State of Illinois registered nursing license in good standing

**Desirable Qualifications:**

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- Effective interpersonal skills
- Experience working in a public health setting
- Strong advocate for patients and families
- Strong written and oral capabilities