

Brown County

Leah Crabtree

Personnel Director

14 S. State New Ulm, MN 56073-0248

Phone (507) 233-6603 Fax (507) 359-1430



**BROWN COUNTY
POSITION VACANCY ANNOUNCEMENT
FULL TIME PUBLIC HEALTH SUPERVISOR
INTERNAL/EXTERNAL POSTING**

BASIC FUNCTIONS:

To assist and support the department head in the implementation of agency policies and procedures; provide leadership and supervision to Public Health Nursing staff; assign client referrals; orient new staff; review performance of all Public Health staff; maintain thorough knowledge of program guidelines and regulations; provide ongoing consultation to staff regarding client and program issues; coordinate and monitor continuing education needs of staff; coordinate quality assurance/record review activities including billing and data collection requirements; facilitate coordination of services within and outside of the agency; provide leadership in program planning; networking with community partners; interpret Public Health services to the public; assist with planning, development, implementation and evaluation of Public Health programs; and serve as a member of the Administrative (A) Team in Public Health.

DUTIES AND RESPONSIBILITIES

Assist and support the department head in the implementation of agency policies and procedures. Supervision of Public Health staff on a daily basis, including annual Performance Appraisals, client referrals and consultation, orientation of new staff, and leadership of Team meetings and activities. Supervision of programs to address needs of the elderly, adult, children and family populations. Assist staff in completing extensive documentation for client care and program activities. Provide direct client care based on individual and family health needs including documentation. Oversees/assists staff with coordination of clinic and group activities (Blood pressure clinics, influenza clinics, health fairs, etc.); assess community health needs and provides health education information relating to the Public Health programs. Develops and maintains on-going communication networks with community groups and referral sources; interprets Public Health policies to staff, clients, families, groups and the community. Prepares agency reports documenting client and community activity and related expenses. Participates in the overall performance improvement plan for the department. Participates in professional development to meet the legal requirements for RN licensure.

QUALIFICATIONS

Graduate of NLN accredited nursing program with Bachelor of Science/Arts Degree in Nursing. Current license to practice professional nursing as a RN in Minnesota. Certification as a Public Health Nurse in Minnesota. 5 years experience as a licensed Registered Nurse/Certified Public Health Nurse, 3 years in a Local Public Health Dept. or certified home care agency preferred. Independent decision-making abilities. Experience in supervising professionals or other health care providers. Knowledge of Public Health Principles and Interventions, community resources and health care delivery systems. Possess leadership skills of nursing assessment, planning, implementation and evaluation of projects in Public Health. Good oral and written communication skills.

COMPENSATION:

Position is currently in Grade Level XVIII with an annual entry level to midrange salary of \$49,085 to \$57,703 DOQ. Brown County applications are to be submitted to Leah Crabtree, Personnel Director, Courthouse PO Box 248 New Ulm, MN 56073. Phone (507) 233-6603 or online at: <http://www.co.brown.mn.us>. Receipt of applications closes at the conclusion of regular business hours on March 16, 2010 or until position is filled.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

PVPublicHealthSup.DOC

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March 2, 2010

BROWN COUNTY POSITION VACANCY ANNOUNCEMENT

HELP WANTED:

Engineering student to assist the Brown County Highway Department Engineering Staff during the summer of 2010. Class D driver's license required. Salary \$8.00 - \$9.00/hr. Contact Leah Crabtree, Brown County Personnel Director 507-233-6603 or online at: <http://www.co.brown.mn.us> by March 26, 2010.

Summer student to assist the Brown County Highway Department Maintenance Staff during the summer of 2010. Class D driver's license required. Salary \$8.00 - \$9.00/hr. Contact Leah Crabtree, Brown County Personnel Director 507-233-6603 or online at: <http://www.co.brown.mn.us> by March 26, 2010.

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**BROWN COUNTY
POSITION VACANCY ANNOUNCEMENT
FULL TIME SUPPORT ENFORCEMENT AIDE
EXTERNAL POSTING**

BASIC FUNCTIONS:

Provide support to the Child Support Unit in the areas of medical support, locate, case management, interstate, genetic testing, income withholding, payment histories, judgments, excess support, phone coverage, etc.

DUTIES AND RESPONSIBILITIES

Contact obligors, employers, insurance companies and medical/dental vendors regarding health and dental insurance coverage information including policy numbers, effective dates, parties covered and claim information. Update PRISM with insurance information in order to receive bonuses and incentives. Accesses all available resources and systems to locate and identify obligor and obligee information. Implement income withholding notices and monitors compliance by employers and assists with understanding income withholding laws. Monitor income withholding orders that print for accuracy and adjust manually if appropriate. Monitor cases for payments as per the court order. If payments stop coming in from an obligor or his/her employer, contact obligor requesting update on circumstances. Follow up with series of contempt letters as appropriate; refer case to CSO for legal action if no response from SEA contacts. Responds to inquiries from parents and employers. Processes interface worklist items for medical insurance changes to ensure appropriate information is passed on to financial worker as appropriate. Schedule and monitor genetic testing appointments and results; process entry of judgments by operation of law, renew judgments and satisfy judgments. Analyzes PRISM, CSES and hard cards, to prepare certified payment records for enforcement referrals (i.e. to other state or court as requested.) Performs other duties as requested by CSO.

QUALIFICATIONS

Two years of college or vocational course work Or the equivalent of one year of college/vocational course work plus 2 years of increasingly responsible computer/human services work experience. Required to pass MN Merit System test. Two years of increasingly responsible computer/internet experience and experience working with the public.

COMPENSATION:

Position is currently in Grade Level IX with an entry to midrange annual salary of \$29,226 to \$34,472 DOQ. Minnesota Merit System application are to be submitted directly online to MN Merit System @ <http://merit.dhs.state.mn.us> and send a completed copy of the Brown County application found online @ www.co.brown.mn.us to Leah Crabtree, Personnel Director, Courthouse PO Box 248 New Ulm, MN 56073. Phone (507) 233-6603 Receipt of applications closes at the conclusion of regular business hours on March 18, 2010.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

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