



## Grand Traverse County, MI Job Description

### Assessment Nurse

#### GENERAL SUMMARY

The ideal candidate is a self-starter with the ability to work independently and take initiative when in the best interest of the client or the Department. The employee is to provide varied and complex support and customer service assistance requiring significant knowledge of departmental programs and activities. The primary function of this position is completing assessments for senior clients of all risk levels. Complete ongoing documentation in electronic client records to include initial primary assessment, reassessments and interaction logs.

Employees work as part of the COA team and are responsible for ensuring that the team meets its objectives of providing superior customer service to our clients. Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position will require travel by the employee in the employee's own vehicle or other means of transportation to the client's homes.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Conducts initial assessments in the home for clients of all risk levels.
- Conducts annual re-assessments in the home for clients of all risk levels.
- Responsible for documenting assessment data of the COA's electronic client record.
- Prepares and maintains accurate records of client services and related information.
- Plans and participates in client care and planning conferences.
- Processes, compiles, research, and analyzes information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both orally and in writing.
- Refers clients to additional service providers and community resources when applicable.
- Participates in staff meetings, training sessions, and/or other related meetings.

#### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Registered Nurse with valid Michigan license without restrictions
- One to two years' experience working with seniors preferred.

#### CERTIFICATIONS, LICENSES (minimum requirements)

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- CPR and First Aid certification.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Job tasks require and include regular contacts with the public and co-workers to obtain and/or provide information. Employees receive moderate supervision and work involves carrying out duties according to standard practice or general instructions without continuous and direct control. Errors could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction and may require intervention from a higher-level manager and could affect others outside of a department.

This job is not part of a series.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Work is performed in an office environment and at client homes
- May be exposed to risk of infectious diseases.
- May occasionally be required to lift/move up to 50 pounds (such as a box of paper)

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Basic knowledge of human body and ability to recognize and document deviations from the norm.
- Demonstrated competencies in assessment skills.
- Basic knowledge of the problem-solving process utilized in the provision of routine nursing services
- Basic knowledge of nursing theory and skills.
- Interpersonal skills necessary to work courteously and effectively with other employees and clients.
- Sensitivity to the needs of older adults.
- Ability and commitment to learn new skills and principles of nursing necessary to carry out

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assigned functions and responsibilities

- Demonstrated ability in computer technology and software.
- Ability to work independently.
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job, including the consistent documentation of care provided to clients with each visit
- Ability to consistently demonstrate honest ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently
- Ability to be part of a team working with a supervisor who may be off-site.