



**CASPER-NATRONA  
COUNTY HEALTH DEPARTMENT**

475 S. Spruce St  
Casper, WY 82601  
Phone: 307-235-9340  
Fax: 307-237-2036  
[www.casperpublichealth.org](http://www.casperpublichealth.org)

**Job Announcement:**

Job Title: Maternal and Child Health Nurse  
Opening Date: January 15, 2019  
Closing Date: Open until filled  
Salary: \$23/hr-\$29/hr (commensurate with experience)  
Job Type: Full-time, Non-exempt  
Location: Casper, Wyoming

**General Description**

A nurse in this position performs medical case management (MCM) services to pregnant women, newborns/infant/toddlers, and their families. These services include client centered services linking clients with health care, psychosocial, and other services. This position ensures timely and coordinated access to medically appropriate levels of health care and support services as well as continuity of care through ongoing assessment of the client's needs and personal support systems. A nurse in this position will perform assessment, planning, implementation, coordination, monitoring and evaluations to individuals receiving services in their homes and in the public health office setting. CNCHD expects the nurse to participate and collaborate with other community organizations serving the same client population. This position may participate in epidemiological (vaccine preventable) investigations. The employee in this position will become competent in public health emergency preparedness activities.

**Maternal and Child Health Specific Duties and Functions**

**Presumptive Eligibility:**

- Provide on-site pregnancy testing.
- Provide Presumptive Eligibility screening for Title XIX.
- Provide information on programs to the general public and health care providers provided by Maternal and Child Health Program at CNCHD.

**Best Beginnings:**

- Conduct home visits during pregnancy and first three years of child's life.
- Provide information on pregnancy, delivery, postpartum, newborn care and breastfeeding.
- Chart services accurately.
- Educate parents and family members on infant/child care, child development, and nutrition/feeding, to include breastfeeding.

**Nurse Family Partnership (NFP)**

- Implement evidence-based curriculum to pregnant women and their families through two years of age of born child.
- Accurately chart visits in EMR and program-specific systems.
- Participate in 1:1 and case conference meetings with NFP supervisor.

**Children's Special Health (CSH) Program:**

- Perform annual updates for CSH services for children birth to nineteen years of age.
- Provide medical case management to assigned CSH clients.
- Initiate and complete applications for high risk maternal, newborn intensive care, and other CSH programs.
- Chart visits in EMR system and complete paperwork in timely manner.

**Preparing for Parenthood Classes:**

- Provide parenthood classes on newborn care, postpartum care and infant feeding.
- Coordinate and assist in provision of CPR/First Aid classes.

**Outside Community Organizations**

- Attend assigned meetings.
- Participate in community functions and outreach as appropriate.

**Epidemiological Investigations (Vaccine Preventable Diseases)**

- Report vaccine preventable disease incidents to Wyoming Department of Health.
- Interview clients to determine degree of exposure to public.
- Contact individuals potentially exposed to disease.
- Gather data to report findings to Wyoming Department of Health.

**Minimum Qualifications:**

- Current Wyoming License as a Registered Nurse (RN).
- Speak, read and write English language.
- Proficient computer skills.
- Successfully complete medical evaluation on hire.
- Successfully complete immunization review on hire.
- Successfully complete drug screening on hire.
- Successfully complete Background and Central Registry Check.
- Possess a valid State of Wyoming driver's license.

**Preferred Qualifications:**

- Baccalaureate Degree or higher.
- Experience with public health programs a plus.

**Responsibility/Accountability:**

This position reports to the Maternal Child Health Program Manager.

**Knowledge, Skills, and Abilities:**

- Ability to maintain relationships based on trust, support and growth with team colleagues, administrative staff, and community partners.
- Able to work on own initiative with minimum of supervision.
- Ability to chart services accurately.
- Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.
- Ability to openly communicate with other employees and the general public in a positive fashion.
- Ability to follow written and oral instructions.
- Ability to perform a variety of clerical tasks, including filing and bookkeeping.
- Possess problem solving and planning skills.
- Knowledge of office practices and procedures.
- Ability to travel to various locations in community safely.

**ADA Essential Requirements:**

- Vision adequate for daily work, corrected vision of 20/40- on the Sneller scale.
- Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.
- The ability to lift twenty pounds from floor to waist level.
- Reasonable accommodations will be addressed, based on the position description.

### **Potential Hazards Includes:**

- Potential exposures to communicable disease from direct/or indirect personal contact.
- Use of vehicles/or equipment.
- Variety of environmental conditions at work sites.
- Injury due to awkward positions, and prolonged computer work.
- Exposure to chemical agents, to include reagents, sanitizers and other chemicals that may be associated with routine and incidental assignments.

### **Performs Other Duties as Assigned**

The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of all the work requirements inherent to this position.

### **How to Apply:**

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper - Natrona County Health Department. You may submit your letter of intent and resume/ CV electronically or mail a hard copy to the following address:

Mary Ann Lembke, RN, BSN  
Nursing Manager  
Casper-Natrona County Health Department  
475 South Spruce Street  
Casper, Wyoming 82601  
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Email: [maryannl@cnchd.org](mailto:maryannl@cnchd.org)  
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