

# Job Title: NURSING PROGRAM SPECIALIST - 64081289

## Open Competitive Opportunity

### **Specific Responsibilities:**

This is a Nursing Program Specialist position, assigned to the Tuberculosis Control Program primarily in Delray Health Center-Annex. This position has county-wide responsibilities and will be re-assigned to other sites to meet program goals. This position supports the agency mission to promote and protect a healthy community and environment by assuring case management for client who are Tuberculosis suspect/cases, supporting contact investigations to identify and treat newly infecting individuals; providing health teaching to professionals and lay persons in the community for the purpose of controlling and preventing the spread of Tuberculosis. Work is performed under the supervision of the Community Health Nursing Consultant. This position requires independent judgment, initiative, applying general knowledge of business practices and skills in applying instructions to accomplish various job functions. This position function as a team member who works with TB program staff and others in an effort to accomplish the goals of the Tuberculosis Control Program, Florida Department of Health-Palm Beach. Makes a reasonable effort to adhere to established safety procedures and practices in the work area. Provides input and monitors client progress and response to therapy. Works with Health Services Representative and Disease Intervention Specialist to assure directly observed therapy (DOT) and contact investigations are completed according to TB Program guidelines.

This position is designated as a sensitive position and is required to maintain confidential information in accordance with the Florida Department of Health (FDOH) Palm Beach County Health Department (CHD) Information Security Policy, Protocols and Procedures. Has access to client information, personal confidential information sets: Socio-Economic Status and clinical information, and Social Security numbers/data.

Provide comprehensive nurse case management to TB clients in accordance with the agency, nursing, and TB Control Program protocols and procedures to. Assess diagnosis, plan, implement and evaluate the client's response to treatment. Duties are conducted in a variety of settings including: the health care center, client's home, in-hospital and congregate living facilities. Conducts home visits to assess the client's living situation and to provide assistance and referral as needed. Provides input and monitors client progress and response to therapy. Works with Health Services Representative and Disease Intervention Specialists to assure directly observed therapy (DOT) and ensures investigations are completed according to TB Program guidelines. Provides health education to the client, family and community about tuberculosis and disease transmission, the importance of proper rest and nutrition, medication adherence and services available through the FDOH CHD. Monitors client adherence to the prescribed TB Treatment regimen. Counsels' clients about the legal implication of non-adherence to the TB medication regimen and treatment plan including the requirement to refrain from using alcohol and illicit drugs during treatment.

Provides nursing support for TB suspects/cases. Collects specimens for laboratory testing and performs Tuberculin Skin Testing. Monitors laboratory reports and notifies the physician about issues relevant to the client's response to therapy.

Works collaboratively with other members of the multidisciplinary health care team, both public and private, to ensure care coordination and treatment to completion for all TB cases. Presents TB cases at case review meetings and scheduled meeting to discuss cases, issues solving and to improve quality of care. Assist with data collection and documentation of services through the use of the HMS TB Module. Supports TB surveillance activities by reviewing and updating client data in HMS-TB Module. Serves as the TB Program Resource person for the community. Identifies high-risk TB groups, county areas and works with other health department programs and community services center to provide outreach services.

Attends department meetings, and completes all required trainings, and in services as assigned.

Perform other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of nursing principles, practices and techniques.
- Knowledge of community resources and organizations.
- Ability to coordinate and evaluate county-wide programs.
- Ability to communicate with and establish/maintain effective working relationships with others.
- Knowledge of strategic planning and ability to set program goals.
- Knowledge and experience with epidemiology and communicable diseases.

- Knowledge and experience with nurse case management.
- Excellent computer and communication skills.
- Ability plan, organize, implement and evaluate programs/activities.

**Qualifications:**

**Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):**

- **This occupation requires licensure as a Registered Professional Nurse in accordance with Chapter 464, Florida Statutes and in accordance with Rule 64B9, Florida Administrative Code.**

**Other job-related requirements for this position:**

- **Incumbent may be required to work before, during and/or beyond normal work hours or days in the event of an emergency. Emergency duty required of the incumbent includes working in special needs shelters, or performing other emergency duties including, but not limited to, responses to or threats involving any disaster or threat of disaster, man-made or natural.**
- A Valid Driver's License
- Safely wear a tight fitting N95 respirator (or other reasonable accommodation) and participation in the medical surveillance program for TB are required.

**Working hours:** (A) Daily from 8:00AM to 5:00PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

**Florida Department of Health Mission, Vision, and Values:**

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

Vision:

To be the *Healthiest* State in the Nation.

Values:

**I**nnovation: We search for creative solutions and manage resources wisely.

**C**ollaboration: We use teamwork to achieve common goals & solve problems.

**A**ccountability: We perform with integrity & respect.

**R**esponsiveness: We achieve our mission by serving our customers & engaging our partners.

**E**xcellence: We promote quality outcomes through learning & continuous performance improvement.

**Where You Will Work:**

345 S. Congress Avenue  
Delray Beach, FL 33444

**The Benefits of Working for the State of Florida:**

Working for the State of Florida is more than a paycheck. The State's total compensation package for employees features a highly competitive set of employee benefits including:

- Annual and Sick Leave benefits;
- Nine paid holidays and one Personal Holiday each year;
- State Group Insurance coverage options, including health, life, dental, vision, and other supplemental insurance options;
- Retirement plan options, including employer contributions

(For more information, please click [www.myfrs.com](http://www.myfrs.com));

- Flexible Spending Accounts;
- Tuition waivers;
- And more!

For a more complete list of benefits, including monthly costs, visit [www.mybenefits.myflorida.com](http://www.mybenefits.myflorida.com).

**Please be advised:**

Your responses to qualifying questions for this position must be verifiable by documentation provided through the electronic application process.

This position requires a security background check and/or drug screening and participation in direct deposit. Any misrepresentations or omissions will disqualify you from employment consideration. Note: You will be required to provide your Social Security Number (SSN) in order to conduct this background check. Successful completion of a drug test is a condition of employment for safety-sensitive positions.

Male applicants born on or after October 1, 1962, will not be eligible for hire or promotion unless they are registered with the Selective Services System (SSS) before their 26th birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS website: <http://www.sss.gov>

If you are a retiree of the Florida Retirement System (FRS), please check with the FRS on how your current benefits will be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended or deemed ineligible depending upon the date of your retirement.

The successful candidate will be required to complete the Form I-9 and that information will be verified using the E-Verify system. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration to verify employment eligibility.

Incumbents may be required to perform emergency duty before, during, and/or beyond normal work hours or days.

Florida has the third largest population of veterans in the nation with more than 1.5 million service men and women. The Florida Department of Health (department) is committed to serving members of the United States Armed Forces, veterans and their families by encouraging them to apply for vacancies that fit their area of knowledge and/or expertise. Through the Department's VALOR program, which expedites licensing for military veterans, the Department also waives initial licensing and application fees for military veterans who apply for a health care professional license within 60 months of an honorable discharge. These initiatives help ensure that the transition from military service into the workforce is as smooth as possible and reflects our appreciation for the dedication devoted to protecting our country.