

**POSITION DESCRIPTION  
COUNTY OF TIPPECANOE, INDIANA**

**POSITION:** Community Health Case Manager  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** COMOT IV (Computer, Office Machine, Operations, Technician)

**DATE WRITTEN:** April 2022                      **STATUS:** Full Time  
**DATE REVISED:** November 2022              **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tippecanoe County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Community Health Case Manager for the Tippecanoe County Health Department responsible for case management for the department, including lead, fetal infant mortality review team, and communicable disease.

**DUTIES:**

Performs initial and follow-up home visits including providing general lead education, gathering historical information, and providing information regarding blood lead level testing.

Conducts developmental assessments on lead-poisoned children, identifying delays and finding agencies to address needs and educating family members as to how they can assist.

Ensures Blood Lead Level follow-up appointments are scheduled.

Directs family assistance activities including finding families alternative housing when necessary, scheduling medical appointments, attending school IEP meetings, appearing in court when subpoenaed to appear and assisting families in ensuring all daily needs are met by providing referrals to different social service agencies as warranted.

Determines when outside agency referrals are needed and assists the families in receiving assistance.

Maintains accurate and updated patient information in all required databases and files. Assists with community referrals for patients.

Performs case abstraction and data collection for Fetal Infant Mortality Review Team.

Schedules and attends all team meetings and prepares minutes for meetings. Attends case review team meetings when possible.

Tracks medical records and serves as liaison to other community interviewers and local hospitals.

Assists Communicable Disease Nurse with case management.

Assists with venipuncture blood draws with DIS and TB patients.

Conducts capillary lead testing.

Works with school liaison identifying lead in school age children.

Performs all other duties as assigned.

### **I, JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE.

Possession of Medical Assistant Certification, with minimum one year experience working with children.

Possession of and/or ability to obtain various certifications including, safe sleep ambassador, bereavement education, lead case management training, and car seat technician, within in the first six month of employment.

Working knowledge of medical practices, and public health issues by reading professional publications, attending meetings, and periodically attending training seminars as required.

Working knowledge of case management skills involving coordinating, providing, and overseeing services required to reduce blood lead levels.

Knowledge of child development and the effects of lead poisoning on a child's cognitive development.

Knowledge of Indiana Code 16-49-6 and case management within scope.

Ability to administer developmental assessment to children, scoring and making necessary community referrals based on the results.

Ability to effectively communicate orally and in writing with co-workers, other County departments, families, state and federal agencies, schools, health partnership members, coalitions, media, boards, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to investigate reports of communicable diseases according to guidelines, including interviewing, educating, and testing patients and their contacts, maintaining records, communicating, and reporting to appropriate agencies, and conducting follow-up interviews.

Ability to use Microsoft Office and other applicable database software.

Ability to provide public access to or maintain confidentiality of department information and records according to HIPAA, state, and department requirements and policies.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, or classify data.

Ability to count, compute, and make simple arithmetic calculations.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, work rapidly for long periods, and on several tasks at the same time.

Ability to apply knowledge of people and locations.

Ability to testify in court as needed.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town for training, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Priorities and schedules are primarily determined by formal schedule, supervisor, and the service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures. Incumbent plans and arranges own work and only refers to supervisor when interpretations of policies are thought necessary. Incumbent has moderate flexibility in the job. Errors are primarily detected and/or prevented through standard operating procedures. Work errors could result in loss of time to correct error.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, state and federal agencies, families, schools, health partnership members, coalitions, media, boards, and the public for the purpose of giving and receiving information.

Incumbent reports directly to Nursing Supervisor.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and home visits, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, bending/reaching, crouching/kneeling, handling/grasping objects, keyboarding, close/far vision, color perception, driving, speaking clearly, and hearing sounds/communication. Incumbent maintains contact with public, including occasional encounters with potentially irate/hostile individuals. Incumbent is regularly exposed to normal health hazards associated with public health nursing for which universal precautions must be followed to ensure safety of self and others, including personal protection equipment.

Incumbent is occasionally required to work extended hours, evenings, and/or weekends and travel out of town for training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Community Health Case Manager for the Tippecanoe County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name