



# Home Health / Hospice Nurse

**Grant County Health Department** is recruiting a full time Home Health / Hospice Nurse. This position is a professional nurse who provides skilled nursing care to the patients in their homes. The position provides nursing services, treatments, and preventative procedures, symptomatic observation of patients in accordance with the nursing care plan, and implements rehabilitative procedures as appropriate for the patients care and safety.

## Minimum Qualifications

1. Licensed as a professional registered nurse in Wisconsin
2. One year of recent hospital, home nursing, or other relevant experience
3. One year experience with electronic medical records (EMRs) preferred
4. Able to pass a pre-employment health screening
5. Able to pass a Care Giver Background Check
6. Must not be listed as excluded on the federal government excluded parties listing
7. Must have a car for use during working hours
8. Must have a current Wisconsin driver's license

**How to Apply:** A [Grant County application for employment](http://www.co.grant.wi.gov) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Human Resources Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required. Applications will be accepted at the following address until position is filled.**

## Grant County Human Resources

111 S. Jefferson St. - PO Box 529  
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Health Nurse, ADN (Home)

**DEPARTMENT/ AGENCY:** Health Department

**IMMEDIATE SUPERVISOR:** Assistant Director

**PAY GRADE:** K

**FLSA:** Exempt - Professional

### **NATURE OF WORK**

This position is a professional nurse who provides skilled nursing care to the patients in their homes. The position provides nursing services, treatments and preventative procedures, and symptomatic observation of patients in accordance with the nursing care plan. The position implements rehabilitative procedures as appropriate for the patients care and safety.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- Associate's Degree in Nursing (ADN)

#### **Experience:**

1. One year of recent hospital, home nursing, or other relevant experience
2. One year experience with electronic medical records (EMRs) preferred

#### **Note:**

1. Must be licensed as an RN to practice professional nursing in State of Wisconsin
2. Must be able to pass a pre-employment health screening
3. Must be able to pass a Care Giver Background Check
4. Must not be listed as excluded on the federal government excluded parties listing
5. Must have a car for use during working hours and have a current Wisconsin driver's license.

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

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills ; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills ; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Must have solid nursing assessment skills
2. Must have the ability to perform complex nursing tasks
3. Must have good written and verbal communication skills
4. Must have good teaching skills

### **ESSENTIAL FUNCTIONS**

1. Make initial assessment visit to patient to determine needs and initiate care plan
2. Re-evaluate the needs of patient at least every 60 days and documents on care plan
3. Observe signs and symptoms and promptly inform the physician of reactions to treatments, drugs, and other changes in the patient's physical or emotional condition
4. Provide those services requiring substantial specialized care
5. Teach, supervise, and counsel the patient, family, and other staff members regarding the nursing care needs and other related problems of the patients at home
6. Coordinate services with other members of the care team and other agencies, including initiating preventive and rehabilitative procedures when appropriate

7. Keep records, renew medical order sheets, and make reports as instructed by the Director
8. Maintain close contact with the Assistant Director for the purpose of reporting on assigned cases, confirmation of medical order, and re-evaluation of services needed by each patient
9. Attend such educational and training programs as required by Director
10. Carry-out duties in compliance with all Federal, State, and local regulations including but not limited to applicable sections of Wisconsin Statutes Chapters 441, 250-255 Administrative Rules DHS 131, DHS133, DHS140, DHS145, DHS160 and Grant County Ordinance 26 and 49
11. Cover on call responsibilities as assigned
12. Other duties as assigned

### **SUPERVISION RECEIVED**

Home nurses are under the supervision of the Assistant Director and abide by all established policies including but not limited to those stated in the Home Nursing manual

### **SUPERVISION EXERCISED**

Supervises Certified Nursing Assistants CNAs

### **ENVIRONMENTAL FACTORS**

This position works in office, clinic, and client home settings; services may also be provided in the jail; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment

### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 06/01/2024

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

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Employee

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Health Nurse, BSN (Home)

**DEPARTMENT/ AGENCY:** Health Department

**IMMEDIATE SUPERVISOR:** Assistant Director

**PAY GRADE:** L

**FLSA:** Exempt – Professional

### **NATURE OF WORK**

This position is a professional nurse who provides skilled nursing care to the patients in their homes. The position provides nursing services, treatments, and preventative procedures, symptomatic observation of patients in accordance with the nursing care plan, and implements rehabilitative procedures as appropriate for the patients care and safety.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- Bachelor's degree in nursing (BSN) or higher

#### **Experience:**

9. One year of recent hospital, home nursing, or other relevant experience
10. One year experience with electronic medical records (EMRs) preferred

#### **Note:**

1. Licensed as a professional registered nurse in Wisconsin
2. Able to meet the requirements as specified in Wisconsin Administrative Rule DHS 139.08 (Public Health RN requirements)
3. Able to pass a pre-employment health screening
4. Able to pass a Care Giver Background Check
5. Must not be listed as excluded on the federal government excluded parties listing
6. Must have a car for use during working hours
7. Must have a current Wisconsin driver's license

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

1. Solid nursing assessment skills
2. Ability to perform complex nursing tasks
3. Good written and verbal communication skills
4. Good teaching skills

### **ESSENTIAL FUNCTIONS**

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills ; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills ; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Make initial assessment visit to patient to determine needs and initiate care plan
2. Re-evaluate the needs of patient at least every 60 days and document on care plan
3. Observe signs and symptoms and promptly inform the physician of reactions to treatments, drugs, and other changes in the patient's physical or emotional condition
4. Provide those services requiring substantial specialized care

5. Teach, supervise, and counsel the patient, family, and other staff members regarding the nursing care needs and other related problems of the patients at home
6. Coordinate services with other members of the care team and other agencies, including initiating preventive and rehabilitative procedures when appropriate
7. Keep records, renew medical order sheets, and make reports as instructed by the Director
8. Maintain close contact with the Assistant Director for the purpose of reporting on assigned cases, confirmation of medical order, and re-evaluation of services needed by each patient
9. Attend such educational and training programs as required by Director
10. Carry-out duties in compliance with all Federal, State, and local regulations including but not limited to applicable sections of Wisconsin Statutes Chapters 441, 250-255 Administrative Rules DHS 131, DHS133, DHS 139, DHS140, DHS145, DHS160 and Grant County Ordinance 26 and 49
11. Cover on call responsibilities as assigned
12. Other duties as assigned

#### **SUPERVISION RECEIVED**

Home nurses are under the supervision of the Assistant Director and abide by all established policies including but not limited to those stated in the Home Nursing manual

#### **SUPERVISION EXERCISED**

Supervises Certified Nursing Assistants (CNAs)

#### **ENVIRONMENTAL FACTORS**

This position works in office, clinic, and client home settings; services may also be provided in the jail; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment

#### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 06/01/2024

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

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Employee

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** LPN Licensed Practical Nurse Homecare/Hospice

**DEPARTMENT/ AGENCY:** Health Department

**IMMEDIATE SUPERVISOR:** Assistant Director

**PAY GRADE:** H

**FLSA:** Exempt

### **NATURE OF WORK**

The LPN staff nurse is a professional nurse who may provide basic nursing services at the Grant County Health Department office, in patient's homes, or at clinics.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

1. Must be licensed as an LPN to practice nursing in the State of Wisconsin

#### **Experience:**

1. One year experience in electronic charting desired
2. At least one year of recent hospital, home nursing, or other relevant experience

#### **Note:**

1. Must have a valid driver's license
2. Must have a reliable car available during working hours
3. Must be able to pass a Caregiver Background Check
4. Must not be listed as excluded on the federal government excluded parties listing

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

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills ; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills ; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Must have solid nursing assessment skills
2. Must have the ability to perform basic patient care
3. Ability to work flexible hours
4. Must have good written and verbal communication skills and good teaching skills

### **ESSENTIAL FUNCTIONS**

1. Make follow up visits to continue to implement the plan of care the RN developed.
2. Observe signs and symptoms and promptly inform the RN of reactions to treatments, drugs, and other changes in the patient's physical or emotional condition
3. Provide those services requiring substantial specialized care
4. Teach, supervise and counsel the patient and family regarding the nursing care needs and other related problems of the patient at home
5. Coordinate services with other members of the care team and other agencies, including initiating preventive and rehabilitative procedures when appropriate. Report findings to RN supervisor.
6. Maintain close contact with the supervising RN for the purpose of reporting on assigned cases, confirmation of medical orders, and re-evaluation of services needed by each patient
7. Attend such educational and training programs as required by the Director.

8. Carry out duties in compliance with all Federal, State, and local regulations including but not limited to applicable sections of Wisconsin Statutes: Chapters 441, 250-255, Administrative Rules DHS 131, DHS 133, DHS 140, DHS 145, DHS 160 and Grant County Ordinance 26 and 49
9. Cover on-call responsibilities as assigned
10. All other duties as assigned

#### **SUPERVISION RECEIVED**

Home nurses are under the supervision of the Assistant Director and abide by all established policies including but not limited to those stated in the Home Nursing manual. LPN nurses are also under the supervision of an RN.

#### **SUPERVISION EXERCISED**

Supervises Certified Nursing Assistants: CNAs

#### **ENVIRONMENTAL FACTORS**

This position works in office, clinic, and client home settings; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment; may be exposed to high temperature and humidity; must be able to lift up to fifty pounds

#### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/13/2025

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

\_\_\_\_\_  
Employee

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Date