



**Lake County Tribal Health Consortium, Inc.  
Is Currently Accepting Applications For:**

**OUTREACH AND PUBLIC HEALTH MANAGER**

Apply Soon-Posting May Close at Any Time

**Salary: Dependent Upon Experience**

**EXCELLENT BENEFIT PACKAGE (includes):**

- PPO Health Insurance (*family coverage option – paid by employer*)
- 403B Retirement Plan (*generous employer matching contribution*)
- Paid Time Off (PTO) and Paid Holidays

**LOAN REPAYMENT PROGRAMS:**

Employees who have careers in healthcare may be eligible to apply for education loan repayment programs through the Indian Health Services (HIS) or the National Health Service Corps (NHSC) or other state or federal programs.

**QUALIFICATIONS:**

- Registered Nurse, currently licensed in California and hold a valid Public Health Nurse Certificate from the State of California or Master's Degree in related field.
- Current community health/disease management experience, and 1-2 years of supervisory experience.
- Must be able to work effectively with Native Americans, and be knowledgeable of the Native American culture of Lake County.
- Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
- Display harmonious working relationships with other employees and the public, with good communication skills.
- Understand and follow oral and written instructions.
- Possess a valid California Driver's license and good driving record.

**POSITION SUMMARY:**

The Outreach and Public Health Manager will emphasize detection, prevention and management of disease—advancing the health of the Native American population of Lake County. The Outreach/Public Health Manager will serve as a Health Educator for the Native population, supporting the provision and coordination of community health nursing and outreach services. This includes home visiting appointments, care plan management-assessment, planning, intervention, and follow-up, and group health education at all Rancherias, educating on topics such as HIV Prevention, Flu Preparedness, Hepatitis, Tuberculosis, Maternal-Child Health, etc. The Outreach/Public Health Manager will assess and identify individual, family and community health needs. Services will be coordinated with the Medical and Dental Clinics with interdepartmental referrals. All Individual and Group Programs will be documented on PCC forms and kept in the patient charts.

**[www.LCTHC.com](http://www.LCTHC.com):**

Visit the career page for the employment application form and supplemental questionnaire, and to view the full job description and all current job postings. For additional information – Call (707) 263-8382 extension 1108.

*All applications submitted by the deadline that qualify for the job posting will be considered. Lake County Tribal Health Consortium, Inc. is an equal opportunity employer with preference given to Native American applications in accordance with CFR 25 USC 472, the Indian Preference Act.*

**Lake County Tribal Health**  
Modern Medicine  Personalized Care

707-263-8382 • 1-800-750-7181 • 925 Bevins Ct., Lakeport • [www.lcthc.com](http://www.lcthc.com)

**ESSENTIAL JOB FUNCTIONS:**

- Provide Community Health Nursing services, which include patient care plan management-assessment, planning, intervention, and follow-up.
- Provide monthly health screening activities, individual and group health education, ensure follow-up with medical clinic with each patient encounter.
- Provide community education at all Rancherias, Tribal Offices and Community Centers.
- Coordinate, supervise, and work closely with CHR team, evaluating progress, collecting and analyzing all monthly CHR activities and work plans, evaluate staff performance, ensure professional development needs are met.
- Responsible for supervision and management of outreach/public health staff.
- Provide community program development and Public Health educational venue/event expertise for Lake County Native Americans. Responsible for annual Tribal Olympic event.
- Coordinate outreach nursing program and collaborate these efforts with the Diabetes/Education Program Director.
- Communicate effectively with excellent oral and written skills.
- Ensure Outreach Team (Community Health Nurse and CHRs) document individual and group health education in RPMS, Electronic Health Record, and on PCC form, follow up in a time appropriate manner with the Operations Director or Executive Director, if necessary, and all within 24 hour timeframe.
- Coordinate public health activities.
- Develops, oversees, and participates in staff development. Ensures adequate professional development and in-service training for all staff.
- Organizes, motivates, and utilizes communication skills to assist with community Public Health programs, events, and personnel relations and challenges.
- Communicates effectively orally with diverse groups.
- Communicates effectively in writing, including the preparation of administrative, technical and statistical reports. Reports monthly to the Board of Directors.
- Ensure Policy and Procedure manuals are reviewed and followed per agency policy.
- Develop and administer a budget and control expenditures.
- Ensure referrals from Medical or Dental Departments are followed up in a timely manner.
- Ensure protocols for screening, referrals and treatments are reviewed at least annually and signed by a licensed physician.
- Assist Public Health/Diabetes Team, screen clients for Diabetes as needed, assess family history, signs/symptoms diabetes, etc.
- Ensure that Community Health Nursing Charts comply with IHS regulations, and state guidelines.
- Participate in organization- wide quality assessment and improvement activities.
- Achieve 30 credit hours of Diabetes and/or Public Health training annually, to stay current in the field.

**ALL LCTHC EMPLOYEES ARE EXPECTED TO:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to drive substantial distances; conduct home visits in a variety of settings including homes, places of business, outdoor locations, etc.; provide client transportation; interact with the public including clients, their children, family members and outside agency staff. The employee is required to sit, stand, walk, lift up to 40 pounds and reach with hands and arms. Vision abilities required by this job include close vision. Work is also performed in an office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:**

Preference may be given to qualified Native American Indians according to the Indian Preference hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:**

LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

**IMPORTANT DISCLAIMER NOTICE**

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*