REGISTERED NURSE
(MSS Title: Nurse Case Manager)

THE POSITION
This classification series is assigned to the Adult Services Division working primarily with In Home supportive services (IHSS) program. IHSS is a program that assists Medi-Cal eligible clients with daily chores and personal care so they are able to remain independent. The IHSS nurse is responsible for conducting IHSS assessments, including assessments for paramedical services, carrying a caseload of IHSS cases, and coordinating/consulting with social worker staff on the medical needs of clients. The Nurse Case Manager is equal to the Registered Nurse classification in its requirements and is responsible for performing the full journey-level professional nursing/medical caseload duties. This level of Nurse Case Manager should be responsible for independently handling the full range of nursing and medical caseload functions in such programs as the In-Home Support Services Program. This position is also a part of an on-call system.

MINIMUM QUALIFICATIONS
While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.
An Associate’s degree in nursing is required; however, a Bachelor’s degree in nursing is highly desirable; possession of a valid license to practice as a Registered Nurse in the State of California; and six months of experience performing professional nursing duties at the journey level.

HOW TO APPLY
Applicants must submit a completed MSS application. Applicants are encouraged to apply online by logging onto www.mss.ca.gov and following the instructions or go to www.inyocounty.us/jobs
Note: Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.
THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. When your status is determined, MSS will send you a letter via U.S. Mail informing you of such. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least TWO WEEKS PRIOR to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don’t forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at www.eres.com for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree equivalency from any of the listed member agencies.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

http://www.mss.ca.gov