



**Request for Proposals No. 2023-014  
Public Health Temporary PRN Staffing Services**

**Due Date:** January 18, 2023  
**Time:** 10:00 AM Local Time  
**Submittal Location:** Union County Government Center  
Procurement Department  
500 N. Main Street, Suite 709  
Monroe, NC 28112

**Procurement Contact**

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## 2 NOTICE OF ADVERTISEMENT

**Union County, North Carolina  
Request for Proposals No. 2023-014  
Public Health Temporary PRN Staffing Services**

Electronic proposals will be received by the Union County's Procurement Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112 until **10:00 AM local time on January 18, 2023.** Late submittals will not be accepted.

Union County, North Carolina, through the Public Health Division, is seeking proposals from qualified Firms to provide Temporary PRN Staffing Services in response to this solicitation.

This solicitation follows the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards (2 C.F.R. Part 22). Contracts resulting from this solicitation may be funded with federal grant funds which have been procured in a manner that is in compliant with all applicable Federal laws, policies, and standards as well as state law and local policies.

RFP No. 2023-014 may be examined at the Union County Government Center, Procurement Department, 500 North Main Street, Suite 709, Monroe, NC 28112, Monday through Friday between the hours of 8:00 am and 5:00 pm. Copies of the solicitation may be obtained from the locations listed below:

1. Download the Bid Documents from the Union County Web-Site [www.unioncountync.gov](http://www.unioncountync.gov) (Procurement Page, Current Bids).
2. Download the Bid Documents from the State of North Carolina IPS Web-Site [www.ips.state.nc.us](http://www.ips.state.nc.us) (Bid by Departments, search County of Union).

All questions about the meaning or intent of the Bidding Documents are to be submitted in writing to the Procurement contact person listed on the cover page ([vicky.watts@unioncountync.gov](mailto:vicky.watts@unioncountync.gov)) no later than **3:00 PM Local Time on January 4, 2023.**

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages all qualified firms, including Minority-owned Business Enterprises, Women-owned Business Enterprises, Small Business Enterprises and Disadvantaged Business Enterprises to partake in this solicitation. Union County encourages good faith effort outreach to Minority, Women, Small Business and Disadvantaged Businesses.

### 3 SUBMITTAL DEADLINE AND QUESTION INFORMATION

#### 3.1 PROPOSAL SUBMISSION DEADLINE

All Proposal Submittals are to be received by the Union County Procurement Department no later than **10:00 AM Local Time on January 18, 2023** per the instructions below. Any submittals received after this date and time shall be rejected without exception.

#### 3.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://portal.unioncountync.gov/Forms/procurementsubmit>. Select the Solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your proposal, and select submit. An email will be sent to the address listed on the form as your confirmation of receipt.

The proposal package **must be signed** by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

#### **Paper submissions will not be accepted.**

There is no expressed or implied obligation for Union County to reimburse Offerors for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to:

- Reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest;
- Cancel this solicitation;
- Award to multiple vendors.

#### 3.3 PROPOSAL QUESTIONS

Proposal questions will be due on or before **3:00 pm Local Time on January 4, 2023**. The primary purpose is to provide participating Offerors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions by e-mail to Vicky Watts at [vicky.watts@unioncountync.gov](mailto:vicky.watts@unioncountync.gov) by the deadline shown above. **The email should identify the proposal number and project title**. The County is not responsible for answering questions submitted without proper identification. All questions and answers may be posted as addenda on [www.unioncountync.gov](http://www.unioncountync.gov) and [www.ips.state.nc.us](http://www.ips.state.nc.us).

#### 3.4 ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Proposer on Appendix C, Addendum and Anti-Collusion Form.

### **3.5 COMMUNICATION**

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company's proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

## **4 PURPOSE**

### **4.1 INTRODUCTION**

Union County, North Carolina (County), through the Public Health Division, is seeking proposals from qualified Companies to provide "For Hire" Public Health Temporary PRN Staffing Services in Union and surrounding counties.

### **4.2 COUNTY**

The County (estimated population 237,477) is located in the central, southern piedmont. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

### **4.3 UNIFORM GUIDANCE**

This solicitation follows the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards (2 C.F.R. Part 22). Contracts resulting from this solicitation may be funded with federal grant funds which have been procured in a manner that is in compliant with all applicable Federal laws, policies, and standards as well as state law and local policies.

## **5 OVERVIEW**

The skill sets for PRN services include: Physician Extender, Physician Part-Time, Public Health Nurse, Dentist, Dental Assistant, Dental Hygienist, Environmental Health Specialist, Lab Technician and Public Health Social Worker. To be considered for award, Firms must be able to provide all positions stated. Due to the large array of skills and/or experience necessary to fill positions across functional areas, Union County retains the right to award multiple contracts.

PRN Staffing services for this solicitation will be utilized to fill full-time and part-time job needs with Union County at any time during the course of the contract(s).

Proposers shall have a minimum of five (5) recent years of experience providing PRN staffing services for positions described in this document. It is the intent of the County to evaluate all Proposers based on the selection criteria in relation to the services for which they provide on a day to day basis.

## **6 SPECIFICATIONS AND REQUIREMENTS**

1. Position specifications for the different types of temporary healthcare personnel needed by Union County are listed in Appendix F – Job Descriptions.
2. Request for temporary healthcare personnel will be on an as-needed basis.
3. Work hours may vary based on the assignment and current needs of Union County.
4. All responses must include an hourly billing rate which will be charged to the County for each job description as indicated on Appendix A – Price Form.
5. Position(s) may be added throughout the contract, as agreed upon between Firm(s) and the County. Pricing for new position(s) will be negotiated at time of addition.
6. The Offeror will comply with all State, Federal, and Local Laws (including but not limited to the Americans with Disabilities Act, Title VII of the Civil Rights of 1964, Age Discrimination in Employment Act, and Civil Rights Act of 1991) as to treatment and compensation of its employees. The County will make no payments to individual workers.
7. Offeror must have a minimum of five (5) years of business in PRN Healthcare Temporary Staffing Services at time of bid due date.
8. Offerors will provide a list of three (3) references where services, as those requested in this solicitation, are currently or previously utilized.
9. Offeror will prepare payroll checks, make all necessary deductions and pay all taxes and insurance required by Federal, State, and Local laws. The successful bidder accepts full responsibility for the payment of wages, compensation and benefits to personnel. The successful bidder accepts responsibility for payment of all taxes, assessments, fees, and fines that may be due and owing to any Local, State or Federal government agencies.
10. Offeror will pre-qualify the prospective candidates to determine acceptability and ability to meet the requirements of the assignment, including but not limited to, education, skill-level, professionalism, flexibility and communication skills.

11. Offeror's personnel must be fully trained in the healthcare/public health field and have the necessary education, training, certification, registration, and experience for each position to be filled. Any documentation (licenses, certifications, etc.) necessary to demonstrate fitness for position(s) being filled will be made available to the County as needed.
12. Temporary healthcare staff will be required to:
  - a. Practice all OSHA safety standards including disposal of biohazard waste.
  - b. Perform accurate, legal and ethical documentation at all times.
  - c. Communicate professionally and courteously at all times with patients and other staff.
  - d. Document problems and report critical issues as they occur to supervisor or physician/provider.
  - e. Keep work area neat, clean and in good condition.
13. To the extent permissible by the law, the successful Offeror shall conduct a background check on all temporary employees sent to the County. The County may require additional credentialing and shall conduct additional background checks on any temporary healthcare staff. The County reserves the right to request a copy of Contractor's background check of temporary employees.
14. The County reserves the right to interview a temporary employee prior to employee being assigned to the County.
15. The County reserves the right to control the details of the temporary employees' work while assigned to the County.
16. The County reserves the right to cancel an employee if they cannot perform the assigned job duty requirements.
17. Should Union County discover that within the first four (4) hours of service the temporary candidate provided fails to meet the qualifications for the job assigned, the temporary candidate will be removed. Union County will receive no charges for any temporary candidate removed from the placement within the first four (4) hours of their workday.
18. A request for a temporary PRN healthcare worker must have a response within the stated deadline. Responses should clearly state if temporary healthcare worker can or cannot be provided. Any lack of response by the deadline will be considered as an inability to provide a temporary worker.
19. Department must receive employee resumes by the deadline stated on the request.



## 7 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

### 7.1 TERMS OF SUBMISSION

All material received from a person or company (“Respondent”) in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent’s sole responsibility and Union County shall not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as “Trade Secret – Confidential and Proprietary Information,” and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent’s materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

### 7.2 PROPOSAL FORMAT

**The County desires all responses to be identical in format in order to facilitate comparison.** While the County’s format may represent a departure from the vendor’s preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each proposer is required to submit the proposal electronically – Refer to page 5, 3.2. Each section should be identified as described below. Proposals should be prepared

as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

The successful Offeror's proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

By submitting a proposal, the successful Offeror agrees to all applicable provisions, terms and conditions associated with this RFP. This solicitation, the successful bidder's submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

Omissions and incomplete answers may be deemed unresponsive. Please initial any corrections.

**The proposal should be organized and identified by section as follows:**

- **Section 1** – Cover Letter
- **Section 2** – Company Background and Experience
- **Section 3** – Staff Information
- **Section 4** – Methodology and Implementation Plan
- **Section 5** – References
- **Section 6** – Cost Proposal (Appendix A)
- **Section 7** – Required Forms
  - Appendix B – Compliance (signed)
  - Appendix C – Proposal Submission Form (signed)
  - Appendix D – Addenda Receipt and Anti-Collusion (signed)

**There are seven (7) Sections to this proposal. The instructions for each Section are outlined below.**

Omissions and incomplete answers may be deemed unresponsive. Please initial any corrections.

**7.2.1 SECTION 1 – COVER LETTER**

In your cover letter, provide the following information about your company.

1. Legal Company Name and DBA (if applicable)  
Address  
Telephone Number

Website Address

**2. Name of Single Point of Contact**

**Title**

**Direct Telephone Number**

**Direct Email Address**

**3. Name of Person with Binding Authority**

**Title**

**Address**

**Direct Telephone Number**

**Direct Email Address**

**4. Stipulate that the proposal price will be valid for a period of 180 days.**

**5. Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: “The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”**

**7.2.2 SECTION 2 – COMPANY BACKGROUND AND EXPERIENCE**

This section provides each vendor with the opportunity of demonstrating how its history, organization, and partnerships differentiate it from other entities. Careful attention should be paid to providing information relevant to Union County needs.

Provide a concise profile of the Proposer’s organization to include the following:

- Company history and number of years in business under the current organizational name, structure and services offered;
- Assets available to meet County service requirements;
- Is the bidder’s organization involved in any pending litigation that may affect its ability to provide its products and services?
- Describe general characteristics that differentiate your Company from others in the industry. Include any special advantages your services provide.

**7.2.3 SECTION 3 – STAFF INFORMATION**

Provide brief resumes of staff who will be associated with this project and indicate the functions that each will perform. Include copies of certifications and/or licenses.

**7.2.4 SECTION 4 – METHODOLOGY AND IMPLEMENTATION PLAN**

Provide a detailed description of the approach and methodology to be used to provide Public Health Temporary PRN Staffing Services to Union County including, but not limited to the following:

- A detailed implementation plan to satisfy the requirements of this solicitation;
- Project management and implementation strategies;
- Detailed description of efforts your firm will undertake to achieve client satisfaction;
- Detailed description of specific tasks you will require from County staff;

### **7.2.5 SECTION 5 - REFERENCES**

Provide three (3) references for projects similar to this solicitation and include the following:

- Company Name
- Contact Name and Title
- Address
- Phone Number
- Email Address

### **7.2.6 SECTION 6 – COST PROPOSAL**

Complete and submit Appendix A – Cost Proposal

### **7.2.7 SECTION 7 – REQUIRED FORMS**

Offerors must include signed copies of the following documents:

- Appendix B– Proposal Submission
- Appendix C – Addenda Receipt and Anti-Collusion

## **8 EVALUATION CRITERIA AND SELECTION PROCESS**

### **8.1 SELECTION PARTICIPANTS**

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFP until a selection has been made, other than the County’s designated contact person identified in the introduction to this RFP.
2. Representatives of Union County will read, review, and evaluate the RFP independently based on the evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected Offerors. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. The Owner will establish an RFP Evaluation Team to review and evaluate the RFPs. The RFP Evaluation Team will evaluate the RFPs independently in accordance with the published evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected respondents.

4. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
5. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist vendor.

## 8.2 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the vendor that represents the best value solution for the County.

In the evaluation and scoring/ranking of Offerors, the Owner will consider the information submitted in the RFP as well as the meetings (if applicable) with the respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions.

RFP Criteria	Weights
Company Background and Experience	35%
Project Approach and Implementation Plan	30%
Cost Schedule	25%
Compliance with Submittal Requirements	10%

After identification of Short-Listed Offerors, the Owner may or may not decide to invite Short-Listed firms to interviews. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

Interview Criteria	Weights
Proposed Approach, Implementation and Staff	65%
Price, Quality and Relevance of Interview as it Relates to the Scope of the RFP	35%

## 8.3 AWARD PROCEDURE

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept the proposal that best serves its needs, as determined by County officials in their sole discretion.

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

More than one proposal from an individual, Offeror, partnership, corporation or association under the same or different names, will not be considered.

The County reserves the right to enter into negotiations with the top ranked Offeror. However, negotiations with the top ranked Offeror does not signify a commitment by Union County to execute a contract or to continue discussions.

The County reserves the right to terminate negotiations at any time and for any reason.

The County may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.

The award shall be made in the best interest of the County. This Request for Proposal is not subject to any competitive bidding requirements of North Carolina law. The County reserves the right to accept other than the most financially advantageous proposal.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

#### **8.4 CONFLICT CERTIFICATION**

The Offeror must certify that it does not have any actual or potential conflicts of interest with, or adversarial litigation against the County or any of its officers or employees. During the course of the contractual relationship formed pursuant to this solicitation, any such conflict of interest, whether newly arising or newly discovered, must be disclosed to the County in writing.

### **9 GENERAL CONDITIONS AND REQUIREMENTS**

#### **9.1 TERMS AND CONDITIONS**

The contract award may have an initial term of three (3) years with a two (2) one-year renewal option at the County's discretion, pending annual budget approval.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

## **9.2 CONTRACTUAL OBLIGATIONS**

The contents of this Proposal and the commitments set forth in the Proposal shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service Provider(s).

## **9.3 SUB-CONTRACTOR/PARTNER DISCLOSURE**

A single Company may propose the entire solution. If the proposal by any Company requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.

## **9.4 EXCEPTION TO THE RFP**

An “exception” is defined as the Service Provider’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing and must specifically reference the relevant section(s) of this RFP. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. If the Service Provider provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Service Provider’s solution, must be described in detail.

## **9.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Prior to the scheduled closing time for receiving proposals, any Offeror may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 180 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked “Modification of Proposal” – with solicitation number and name on the front of the envelope. Oral, telephone, or fax modifications or corrections will not be recognized or considered.

## **9.6 EQUAL EMPLOYMENT OPPORTUNITY**

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this

advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

### **9.7 MINORITY AND SMALL BUSINESS PARTICIPATION PLAN**

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

### **9.8 LICENSES**

The successful Firm(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

### **9.9 E-VERIFY**

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Offeror/Firm shall ensure that Firm and any Subcontractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

### **9.10 DRUG-FREE WORKPLACE**

During the performance of this Request, the Firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Firm maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Contractor/Firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.



## 9.11 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best or as otherwise authorized by the Union County Risk Manager.

- A.     **WORKERS' COMPENSATION**  
Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:
- \$500,000     Each Accident
  - \$500,000     Disease - Each Employee
  - \$500,000     Disease - Policy Limit
- B.     **COMMERCIAL GENERAL LIABILITY**  
(for any agreement unless otherwise waived by the Risk Manager)  
Covering Ongoing and Completed Operations involved in this Agreement.
- \$2,000,000    General Aggregate
  - \$2,000,000    Products/Completed Operations Aggregate
  - \$1,000,000    Each Occurrence
  - \$1,000,000    Personal and Advertising Injury Limit
- C.     **COMMERCIAL AUTOMOBILE LIABILITY**  
(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)
- \$1,000,000    Combined Single Limit - Any Auto
- D.     **PROFESSIONAL LIABILITY**  
(only for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc)
- \$1,000,000    Claims Made
- Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.
- E.     **POLLUTION LIABILITY INSURANCE**  
(for any agreement involving the clean-up or transportation of pollutants)
- \$1,000,000    Claims Made

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)  
(for any agreement involving software applications)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Technology Errors & Omissions Insurance for a period of two (2) years following termination of the Agreement.

G. Builder's Risk  
(for any agreement involving above ground construction projects)  
Amount of Contract

### ADDITIONAL INSURANCE REQUIREMENTS

A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

**UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.**

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.

- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: \_\_\_\_\_  
Contract #: \_\_\_\_\_

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

- I. Certificate Holder shall be listed as follows:

Union County  
Attention: Keith A. Richards, Risk Manager  
500 N. Main Street, Suite #130  
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

## 9.12 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

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## 10 APPENDIX A – COST PROPOSAL

### RFP 2023-014 Public Health Temporary PRN Staffing Services

**SUBMIT WITH PROPOSAL**

Company Name: \_\_\_\_\_

Provide minimum and maximum hourly rates for a temporary contract, a contract to hire and a direct hire contract per the positions indicated below. In addition, provide miscellaneous fees as described below.

Hourly Rate to be Charged to Union County						
Position	Temporary Contract		Contract to Hire		Direct Hire Contract	
	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate	Minimum Rate	Maximum Rate
Physician Extender						
Physician Part-Time						
Public Health Nurse						
Dentist						
Dental Assistant						
Dental Hygienist						
Environmental Health Specialist						
Lab Technician						
Public Health Social Worker						
Translator						

Miscellaneous Fees - List all required fees.	
Conversion Fee - List as Percentage	
*Payroll Service	

\* Union County provides the applicant to Offeror for payroll purposes only.

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## 11 APPENDIX B – PROPOSAL SUBMISSION FORM

### RFP 2023-014 Public Health Temporary PRN Staffing Services

**SUBMIT WITH PROPOSAL**

***This Proposal is submitted by:***

Company Legal Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Representative Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

**It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and re-proposal this project. Proposal is valid for 180 calendar days from the Proposal due date and is submitted by an executive of the company that has authority to contract with Union County, NC.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 12 APPENDIX C – ADDENDUM AND ANTI-COLLUSION FORM

### RFP 2023-014 Public Health Temporary PRN Staffing Services

**SUBMIT WITH PROPOSAL**

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on [www.co.union.nc.us](http://www.co.union.nc.us) and/or [www.ips.state.nc.us](http://www.ips.state.nc.us). It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

**I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 13 APPENDIX D – VENDOR PAYMENT NOTIFICATION

### RFP 2023-014 Public Health Temporary PRN Staffing Services

**DO NOT SUBMIT WITH PROPOSAL**

*Information Purposes Only*



#### **Finance Department**

500 North Main Street Suite #714  
Monroe, NC 28112 T. 704-283-3813  
[www.unioncountync.gov](http://www.unioncountync.gov)

#### ATTENTION: ACCOUNTS PAYABLE VENDORS

As part of our Fraud Prevention Program, Union County now prefers two methods for payments to vendor accounts. These methods allow for faster and easier payments to vendors.

The first and preferred method available is to accept a VISA card payment from the County. If you accept payment via VISA, payment is made at the time of the transaction or upon receipt and approval of the invoice.

The second method is an Electronic Funds Transfer. (EFT) This means that you will receive payment of invoices due directly into your bank account. With this method, you will get an email confirmation giving you the date, invoice numbers, and total amount paid. Your payment will be available to you on Monday (or the first banking day if Monday is a bank holiday) following receipt of an approved invoice from the County department invoiced.

An EFT Enrollment Form to enroll in the program is attached for your convenience. You can also visit the Union County website at [www.unioncountync.gov](http://www.unioncountync.gov) at any time to get a new form if your banking information changes. If the banking information changes and you do not notify us, it will delay receipt of payment for invoices.

If you wish to receive payment via the County's VISA card, please contact Heather Howey at 704-283-3539, or send an email to [ap@unioncountync.gov](mailto:ap@unioncountync.gov) and you will be added to the list of vendors accepting the VISA card method of payment.

Union County prefers all vendors participate in one of the two methods described above.

Thank you in advance for your participation.

## 14 APPENDIX F – JOB DESCRIPTIONS

### RFP 2023-014 Public Health Temporary PRN Staffing Services

**DO NOT SUBMIT WITH PROPOSAL**

*Information Purposes Only*





UNION COUNTY  
Revision Date: Apr 5, 2019

## PHYSICIAN EXTENDER

Class Code:  
5379

### GENERAL STATEMENT:

The Physician Extender RPT, under general supervision, provides intermediate level professional work in augmenting the primary health care physician in providing health maintenance check-ups and making diagnosis and dispensing medical treatment. Employee will function in a variety of clinic settings including child health, family planning, maternal health, sexually transmitted disease clinic, and adult health clinic.

### ESSENTIAL FUNCTIONS:

Provides well child care as well as treatment of a variety of recurring and non-recurring medical conditions of children.

Obtains thorough family and medical history of children, from birth through 21 years of age.

Performs physical examinations and requests/performs appropriate diagnostic and therapeutic procedures.

Make referrals to and reviews consultations from secondary and tertiary care providers.

Records and codes patient encounters in electronic medical records.

Evaluates physical and sexual abuse children at the Tree House.

Obtains thorough family and medical history of patients requesting family planning services.

Advises patient on issues relative to sexual activity and appropriate contraceptive choices, using established medical protocols; prescribes oral contraceptives and Depo-Provera; inserts and/or removes Norplant; as well as prescribes the appropriate contraceptive methods such as condoms and/or diaphragms.

Counsels patients on sexually transmitted diseases/HIV and provides appropriate testing and/or treatment.

Provides prenatal care, counseling and education to low risk maternal health patients, using established OB protocols.

Obtains initial and interval history; perform physical examination; perform interval assessments of patients.

Requests, performs and reviews appropriate diagnostic and therapeutic procedures.

Screens patients for high-risk conditions and makes appropriate referrals to High Risk Clinic and/or tertiary care center for care.

Provides consultation and continued assessment of patient referred by expanded role nurses (ERNs), when requested.

Counsels patients and treats for sexually transmitted diseases and urinary tract infections.  
Refers patients to social worker and nutritionist as needed.

Works very closely with OB/GYN consultant and/or attending clinic physician, as well as the Maternal Health

Supervisor and lead nurses.

Provides appropriate STD/HIV counseling and education.

Provides consultation to nurses in relation to assessment and treatment of STD patients as needed.

Provides HIV counseling.

Perform colposcopic examinations and take biopsies of patients with abnormal pap smears.

Remove cervical polyps.

Performs endometrial biopsies.

Performs cryosurgery in the treatment of abnormal tissue of the cervix.

Provide primary care services to Carolina Access recipients.

Obtains appropriate history; performs appropriate physical assessments related to presenting problem, performs/requests appropriate diagnostic procedures, establishes diagnosis, and provides appropriate treatment, and follow-up.

Serves as clinical preceptor, participate in in-service of nursing staff.

Functions independently in a variety of clinic settings including child health, family planning, maternal health (routine and high risk) and sexually transmitted disease clinic.

Provides ongoing consultation to fellow medical providers, registered nurses and/or expanded role nurses in the previously listed clinics but also triage, contraceptive clinic, refugee clinic, communicable disease clinic, immunization clinic and Breast and Cervical Cancer Screening Program (BCCSP) clinic.

Provides primary care for inmates at the Union County Jail.

Participates in the daily supervision of Clinical Assistants, Nurses and Expanded Role Nurses (ERNs), Precept Nurse Practitioner (NP) and Physician Assistant (PA) students.

Remains current in medical practice across all clinical areas.

Collaborates with fellow medical providers in coordination of patient medical care across clinics.

Remains flexible to daily changes in clinic demands.

Assists the Medical Director in developing clinical practice guidelines.

Participates in provider meetings.

Generates independent work on projects that improve clinic effectiveness and efficiency.

Assists Clinic Leads in development/implementation of their management of clinic operations.

Participates in clinical committees (such as, Quality Assurance, etc.).

Reviews and implements internal and external audit recommendations.

Maintains relationships with local medical community.

Follows mandated guidelines of care set by state and federal funding sources (such as, insurers, grants, etc.).

Participates in education and drills for public health emergencies.

Participates in public health emergencies as an agent of Union County Division of Public Health as directed by emergency officials.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Graduation from a Physician Assistant program approved by the NC Board of Medical Examiners and "approved to

## Union County - Class Specification Bulletin

practice medical acts" based on education and experience by the Board of Medical Examiners; or graduation from an accredited Surgeon's Assistant Program of at least 24 months duration and "approved to practice medical acts" based on education and experience by the Board of Medical Examiners; or licensed as a Registered Nurse by the Board of Nursing, graduation from a Nurse Practitioner program approved by the NC Joint Subcommittee of the Board of Nursing and Board of Medical Examiners, and "approved to practice medical acts" based on education and experience by the Joint Subcommittee. Is required to maintain continuing education as required by the State Licensing Agency; or equivalent combination of education and experience.

### **Licenses or Certifications:**

Licensed to practice as a Physician Assistant in North Carolina.

Licensed to practice as a Nurse Practitioner in North Carolina.

Must have a current DEA Certification.

### **Special Requirements:**

None Specified.

## **PREFERRED QUALIFICATIONS:**

### **Education and Experience:**

None Specified.

### **Licenses or Certifications:**

None Specified.

### **Special Requirements:**

None Specified.

## **PHYSICAL DEMANDS:**

Must be physically able to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions including computers, stethoscope, hemostat, IV pump, telephones, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Light Work usually requires walking or standing to a significant degree.

## **WORK ENVIRONMENT:**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.



UNION COUNTY  
Revision Date: Jun 25, 2018

## PHYSICIAN PT

Class Code:  
7038

### GENERAL STATEMENT:

The Physician PT, under limited supervision, develops and maintains standards of quality health care with an emphasis on health promotion and disease prevention, and develops and implements public health programs to meet the needs of the community for the Personal Health Division of the Union County Health Department.

Serves as Medical Director for the Division of Public Health assigned providing clinical, educational and administrative consultation services in the development, implementation and evaluation of the Division of Public Health programs. This includes development of policy and procedures, standing orders, annual review and provision of direct service. Division programs include Communicable Disease, Tuberculosis, Sexually Transmitted Disease, Immunizations, Emergency Preparedness, Child Health, Union County Child Advocacy Center, Family Planning, Colposcopy, Breast and Cervical Cancer Control Program, Inmate Health, Maternal Health, Employee Health and Exposure Control Plan.

### ESSENTIAL FUNCTIONS:

Provides care for Health Division clients; diagnoses medical conditions, provides treatment for certain conditions, and refers to other medical and health resources as appropriate.

Serves as clinical preceptor or assigns clinical preceptor for nurses attending Expanded Role Training by the North Carolina Division of Public Health.

Provides consultation in the preparation of the Health Division's policy and procedure manuals.

Reviews manual annually and provides consultation.

Provides medical exams for non-acute sexual assault victims for the Union County Child Advocacy Center according to the guidelines from the North Carolina Child Medical Exam Program.

Provides ongoing supervision, collaboration, consultation, and evaluation of the medical acts performed by the nurse practitioner as defined in the collaborative practice agreement.

Provides ongoing supervision, collaboration, consultation and evaluation of practice of Physicians Assistance.

Provides consultation to the Health Director as needed for quarantine and isolation orders.

Confers with other staff members on professional and administrative matters.

Collaborates with Nursing and/or Division Director, Public Health with the recruitment and selection of new staff.

Develops schedule and delegates staff assignments for physicians and physician extenders in collaboration with Nursing Supervisor.

Conducts performance evaluations for physician(s) and physician extenders.

Maintains accurate Medical records by recording all provision of care and, communication regarding care accurately and timely in the appropriate format on the appropriate form.

Follows facility rules and OSHA standards.

Complies with NC Medical Practice Act, North Carolina Child Medical Exam Program, North Carolina Division of Public Health Agreement Addenda, Federal Title X guidelines and agency policy and procedure.

Ensures patient privacy.

Serves as the Medical Director as assigned.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Graduation from an accredited school of medicine and successful completion of internship in an approved hospital. Preferred experience in Public Health; or equivalent combination of education and experience.

**Licenses or Certifications:**

Licensed to practice medicine in North Carolina by the North Carolina Board of Medicine.

Must have a valid Driver's License and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy.

**Special Requirements:**

Medical consultation may be required after hours.

**PREFERRED QUALIFICATIONS:**

**Education and Experience:**

None Specified.

**Licenses or Certifications:**

None Specified.

**Special Requirements:**

None Specified.

**PHYSICAL DEMANDS:**

Must be physically able to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions including computers, stethoscope, hemostat, IV pump, telephones, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Light Work usually requires walking or standing to a significant degree.

**WORK ENVIRONMENT:**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.



UNION COUNTY  
Revision Date: Jun 25, 2018

## PUBLIC HEALTH NURSE

Class Code:  
5257

### GENERAL STATEMENT:

*This position is classified as Public Health Nurse II by the North Carolina Division of Public Health.*

The Public Health Nurse, under general supervision, provides advanced level of primary and preventive professional nursing work to individuals and families served by Union County Division of programs. Independently demonstrates and implements techniques of professional nursing work and counsel for promotion of health, prevention of disease and protection of the health of the public. Serves as team lead for a sub-group within a larger project and/or serves as lead nurse in designated program. Assist in data collection and review associated with clinics and projects. Work is performed in accordance with the North Carolina Nurse Practice Act, agency regulations, program policies, provider orders and evidence-based public health nursing practice. Work is accomplished through clinic assignments, home visits, project assignments or contact with community providers and agencies. Employee must have strong understanding of public health concepts, nursing theory and practice. Employee must apply critical thinking skills ensuring orders, policies and procedures are followed. Interprets and implements public health laws, regulations and policies related to specific programs as they affect individuals, families and population systems.

Public Health is responsible for preparedness activities in the event of a natural disaster, disease outbreaks and other threats to the health of the public. Individuals in this role will be required to participate in preparedness response activities which may include mass vaccination clinics, sheltering and or dispensing medications from the Strategic National Stockpile.

### ESSENTIAL FUNCTIONS:

Functions as lead nurse in assigned program.

Makes short range plans and adjusts to meet needs of program and clients.

Manages nurse-screening clinics, as applicable, based on policy, standing orders and NC PH Law.

Takes lead role in coordinating and planning referrals and resources for clients.

Provides community outreach, functioning independently outside of the department.

Works with program lead in program development and development of community partnerships.

Takes active role in quality assurance and quality improvement activities as assigned.

Co-coordinates and/or oversees specific operations related to preparedness response drills and activities including disaster sheltering.

Obtains client assessment, including family history, medical history, interval history, nutritional history, psychosocial history, health literacy and current status.

Performs testing and completes procedural processes per program requirements/needs.

Manages sub-group programs i.e. Newborn Screens, Lead, and/or as assigned.

Assesses clients' needs for services and/or follow-up based on department standing orders, policies and procedures.

Adapts Public Health Nursing care to individuals, families and groups based on cultural needs and differences.

Is mindful of cultural considerations while communicating with clients.

Dispenses medications according to the North Carolina Pharmacy Act / North Carolina Public Health Nurse dispensing rules.

Administers vaccines according to department standing orders, policy and procedures and North Carolina Vaccine for Children law.

Maintains medical records per EHR Policy.

Follows all departmental policies and procedures.

Participates in community outreach events and department strategic planning as assigned.

Participates in UCDPH emergency response activities as needed.

Follows OSHA and HIPAA policy, standards and guidelines.

Complies with North Carolina Nurse Practice Act.

Performs other related duties as assigned.

**Additional essential functions based on assigned department:**

**Child Health**

Completes orientation and assumes program lead for one or more of the following programs: Lead, Sickle Cell, Abnormal New Born Screenings, Treehouse, Records and Referral, SIDS, Foster Child Care Coordination and/or Immunization Benchmark.

**Maternal Health**

Co-leads and audits the routine and High Risk Maternal Health clinics

Maintains awareness and understanding of standing orders, policies, and current Agreement Addenda and serves as resource to maternity staff to ensure compliance. Stays abreast of clinic and program changes and assists Program Lead with communicating changes to all maternity staff. Monitors staff and clinic workflow for quality assurance and provides feedback to Program Lead and Nursing Supervisor as appropriate to ensure clinic efficiency. Maintains pharmaceutical inventory applicable to program area. Confirms that all maternity notes, educational materials, and consents are up-to-date and accurate. Completes quarterly maternity chart audits.

Assesses scheduling needs and appointment availability and adjusts clinic calendars as necessary to meet current demand, clinic capacity, and to ensure availability of maternity intake appointments within 2 weeks. Assesses requests for Maternity Intake appointments to determine when appointment should be scheduled or if patient should be referred to external OB office. Schedules NST's at hospital as necessary in the event of clinic closures for holidays or inclement weather. Ensures no-show appointments are rescheduled by fee window or nursing staff in a timely manner.

Maintains continual awareness of clinic status and flow. Adjusts lunch breaks to ensure at least one maternity nurse is present from the time of each patient's arrival until the end of their appointment. Screens patients for the provider, provide appropriate patient education as needed and follow-up as ordered, and remains centrally located and accessible to staff during clinic hours. Assists with screening maternity intake patients. Serves as liaison between clinic and local hospitals to coordinate referrals and care of patients.

Ensures clinic rooms remain stocked with supplies, equipment, and educational materials. Processes labs by reviewing all incoming lab results, updating Lab Flowsheet in EHR, notifying maternity provider of abnormal lab results, and completing follow-up as ordered. Serves as back up as needed to Clinic Co-Lead for labs to ensure all patient, scheduling, and referral issue follow-up is completed in a timely manner.

Provides coverage in the Triage, Family Planning clinics as assigned.

**OB Care Management**

Reviews data reports received from Care Impact and pregnancy risk screening forms received from OB providers and community members to help identify pregnant women who would benefit from care management based on Standardized Plan.

Contacts clients who have priority risk factors as identified by claims data analysis, risk screens and referrals and evaluates for needs based on program guidelines.

Completes face to face Comprehensive Health Assessments on all clients with determined risk factors. Establishes processes to support the care management based upon risk stratification guidelines outlined in Standardized Plan for Pregnancy Care Management.

Engages clients in care management services by making timely contacts as outlined in the Standardized Plan based on Improbability scores and identified risks. Develops and documents patient-centered care plans by addressing barriers and determining interventions based on client needs. Refers clients to local community resources to meet the specific needs and follow-up to evaluate outcomes.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in Nursing which includes a Public Health Nursing rotation and two (2) years of Public Health nursing experience; Master's in Public Health and graduation from a school of professional nursing and two (2) years of professional nursing experience; or Graduation from a school of professional nursing and three (3) years of professional nursing experience including two (2) years of Public Health nursing experience or an equivalent combination of training and experience.

#### **Licenses or Certifications:**

Licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Must have a valid Driver's License and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy.

Basic Life Support - CPR

#### **Special Requirements:**

Individuals employed in a local Health Department without a BSN Degree which includes a Public Health Nursing rotation or a Master's in Public Health, will be required to successfully complete the "*Introduction to Public Health Nursing*" course within one year of employment as a condition of continued employment in accordance with Health Services Commission Rule.

Completion of didactic and on the job supervision phase of expanded role specialty to program which assigned, as applicable.

### **PREFERRED QUALIFICATIONS:**

#### **Education and Experience:**

Requires a B.S. in Nursing which includes a Public Health Nursing rotation and two (2) years of Public Health nursing experience.

#### **Licenses or Certifications:**

Licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Must have a valid Driver's License and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy.

Basic Life Support - CPR

#### **Special Requirements:**

Individuals employed in a local Health Department without a BSN Degree which includes a Public Health Nursing rotation or a Master's in Public Health, will be required to successfully complete the "*Introduction to Public Health Nursing*" course within one year of employment as a condition of continued employment in accordance with Health Services Commission Rule.

Completion of didactic and on the job supervision phase of expanded role specialty to program which assigned, as applicable.

### **PHYSICAL DEMANDS:**

Must be physically able to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions including computers, stethoscope, hemostat, portable scales, emergency cart, telephones, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Light Work usually requires walking or standing to a significant degree.



**WORK ENVIRONMENT:**

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.



## DENTIST

Class Code:  
5376

UNION COUNTY  
Established Date: Nov 19, 2018  
Revision Date: Nov 19, 2018

### GENERAL STATEMENT:

The Dentist, under limited supervision, plans and conducts dental health education and clinical treatment for patients served in the dental clinic. Work includes the supervision of other dental personnel and may include assisting in the training of dental residents and assistants and the promotion of dental health through educational and informational media. Work is guided by established dental health practices.

### ESSENTIAL FUNCTIONS:

Oversees the operation of the dental clinic; supervises dental clinic staff carrying out oral hygiene practices; determines that aseptic techniques of treatment are followed; acquires, and supervises the use and maintenance of supplies and equipment necessary to perform various types of dental treatment.

Examines and determines need for dental treatment of patients served in the dental clinic; participates in dental treatment by performing all procedures required to establish and maintain proper dental health for the patient or refers to other dental care providers as appropriate.

Knowledge of dental health problems in the community.

Prepares and delivers presentations on dental health education to professional and community groups.

Serves as a consultant in dental health care to other medical and public health care providers in the department and community.

Assists in promoting and maintaining good public relations among community groups and professional health organizations such as the North Carolina Dental Society.

Determines that patients' charts and dental records are correctly maintained through accurate recording of all dental procedures performed on patient.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Graduation from an accredited School of Dentistry and two (2) years of experience in the general practice of dentistry.

**Licenses or Certifications:**

Must be licensed to practice dentistry in the State of North Carolina.

Must have a valid Driver's License and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy.

**Special Requirements:**

None Specified.

**PREFERRED QUALIFICATIONS:**

**Education and Experience:**

None Specified.

**Licenses or Certifications:**

None Specified.

**Special Requirements:**

None Specified.

**PHYSICAL DEMANDS:**

Must be physically able to operate a variety of machinery and equipment including various dental equipment, computers, copiers, radios, fax machines, calculators, printers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**WORK ENVIRONMENT:**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.



## DENTAL ASSISTANT

Class Code:  
5378

UNION COUNTY  
Established Date: Dec 7, 2018  
Revision Date: Dec 7, 2018

### GENERAL STATEMENT:

The Dental Assistant, under general supervision, performs dental services following established protocols and office routines and serves as office manager, and volunteer coordinator in a Public Health Dental Clinic in the Union County Health Department serving adults, indigent children and children with Medicaid.

### ESSENTIAL FUNCTIONS:

Assists the public health dentist in performing dental services. Patient care services are usually performed using established protocols and office routines.

Assists with clinical duties including identifying supply needs, receiving and stocking supplies and equipment; cleaning and sterilizing instruments and equipment in operable condition; preparing and arranging instrument trays for clinic use; providing support to patients; passing instruments to the dentist during dental procedures; mixing filling materials; operating oral evacuation equipment, retractors, and water and air sprayers; monitoring the patient's behavior and vital signs upon request from the dentist; charging and reappointments; clearing and cleaning the operatory and instruments; and taking routine x-rays.

Provides dental education to patient and parents on basic oral hygiene during clinic visits.

Coordinates a community dental health program using volunteers to provide education in day care centers and other community sites.

Provides high degree of accuracy and efficiency in scheduling and billing and maintenance of supplies.

Deals with the general public including patients, volunteers, parents, school personnel, day care staff, interpreters, Head Start, Smart Start, United Way, Department of Social Services and STAR transportation for scheduling and billing purposes.

Assists receptionist for the dental clinic and answers questions that are appropriate for his/her background and training.

Develops and maintains cooperative and courteous relationships with division employees, staffers and managers in other divisions, representatives from organizations, and the general public so as to maintain good will toward the division and project a good division image.

Oversees coronal polishing in adults and builds and places temporary crowns.

Takes and pours impressions.

Keeps inventory of dentures in process of being delivered to patients.

Maintains daily, weekly, monthly, biannual and annual equipment maintenance logs.

Works very closely with the public health dentist and any volunteer dentists that help with the clinic as well as coworkers at the Health Department.

Provides education and volunteer coordination to patients and parents of patients.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Requires a High School Diploma or an acceptable equivalency diploma (GED), training as a dental assistant at a certified school and/or two (2) years of experience as office manager and dental assistant in a dentist office or clinic; or equivalent combination of education and experience.

#### **Licenses or Certifications:**

Must be a CDA II.

The following certifications are also required: X-ray certification, Coronal Tooth Polishing certification, Dental Office Emergency/Medical emergencies certification, Infection Control for office trained Dental Assistant, Nitrous Oxide Analgesic monitoring certification.

#### **Special Requirements:**

None Specified.

### **PREFERRED QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma or an acceptable equivalency diploma (GED), training as a dental assistant at a certified school and/or two (2) years of experience as office manager and dental assistant in a dentist office or clinic; or equivalent combination of education and experience.

#### **Licenses or Certifications:**

Must be a CDA II.

The following certifications are also required: X-ray certification, Coronal Tooth Polishing certification, Dental Office Emergency/Medical emergencies certification, Infection Control for office trained Dental Assistant, Nitrous Oxide Analgesic monitoring certification.

#### **Special Requirements:**

Fluent in English and Spanish.

### **PHYSICAL DEMANDS:**

Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, radios, fax machines, calculators, printers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### **WORK ENVIRONMENT:**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.



UNION COUNTY  
Established Date: Oct 1, 2018  
Revision Date: Nov 6, 2018

## DENTAL HYGIENIST

Class Code:  
5377

### GENERAL STATEMENT:

The Dental Hygienist, under general supervision of a licensed dentist, performs dental services following established protocols and office routines and in the Union County Division of Public Health serving adults, indigent children and children with Medicaid.

### ESSENTIAL FUNCTIONS:

Assists the public health dentist in performing dental services. Patient care services are usually performed using established protocols and office routines.

Examines teeth of patients and makes referrals to dentist if special professional care is indicated, applies topical fluorides and performs dental prophylaxis in the prevention of dental disease, records findings and maintains records on dental status and services rendered to patients, instructs patients on the proper care of teeth and recommends measures for the prevention of dental disease, and assists the dentist in planning and carrying out dental health programs.

Provides dental education to patient and parents on oral hygiene during clinic visits.

Assists with community dental health programs using volunteers to provide education in day care centers and other community sites.

Has considerable knowledge of and skill in the application of the techniques and practices of dental hygiene.

Secures the cooperation of the patient and elicits required information.

Understands and follows oral and written instructions, and to interpret and maintain records and reports.  
Deals tactfully with the public and to exercise good judgment in appraising situations and making decisions.

Works with other professional and support personnel in the performance of duties typical of the dental hygienist and assisting with other duties which may be of a lesser complexity.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

Requires a Bachelor's Degree from an accredited university in dental hygiene, or graduation from an approved two-year program of dental hygiene and two (2) years of experience in dental hygiene, or an equivalent combination of education and experience.

#### Licenses or Certifications:

License to practice as a dental hygienist in North Carolina.

**Special Requirements:**

None Specified.

**PREFERRED QUALIFICATIONS:**

**Education and Experience:**

None Specified.

**Licenses or Certifications:**

None Specified.

**Special Requirements:**

None Specified.

**PHYSICAL DEMANDS:**

Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, radios, fax machines, calculators, printers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**WORK ENVIRONMENT:**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.



UNION COUNTY  
Established Date: Mar 31, 2018  
Revision Date: Jun 29, 2018

## ENVIRONMENTAL HEALTH SPECIALIST

Class Code:  
5157

### GENERAL STATEMENT:

An Environmental Health Specialist, under limited supervision, protects the public's health by performing work within the Environmental Health Division of the Human Services Department. Responsibilities include conducting daily regulatory, inspection, evaluation, education and prevention activities in the Children's Environmental Health, Food Lodging and Institutions or On-Site Water Protection Programs within the Environmental Health Division. Regulatory and enforcement responsibilities are associated with all or a portion of the following: food establishments, lodging, public swimming pools, tattoo parlors, assisted living and nursing homes, residential care facilities, child care facilities, adult day service facilities, schools, camps, child lead poisoning prevention, local confinement facilities, migrant housing, on-site wastewater disposal systems, individual water supplies, communicable disease outbreak investigations, complaint investigations and facility plan review. Other duties may include enforcement of local ordinances and programs related to mass gathering events, vector control, solid waste management, and indoor air quality. Employee must utilize excellent written and verbal communication skills. Employee must exercise considerable initiative, tact and courtesy in frequent contact with associated government officials, coworkers and to the general public. Reports to Environmental Health Supervisor or Environmental Health Program Specialist.

### ESSENTIAL FUNCTIONS:

Performs duties as an Environmental Health Specialist in the Children's Environmental Health Program, Food, Lodging and Institutions Program and/or the On-site Water Protection Program.

May conduct compliance visits, plan review and mandated inspections of food establishments, public swimming pools, child care facilities, schools, camps, institutions and other regulated establishments and issue enforcement actions for critical violations.

May conduct investigations related to child lead poisoning cases.

Maintains knowledge of current policies, laws, rules and developments in the field and applies pertinent knowledge to performance of job duties.

Prepares and maintains records of inspections conducted.

May respond to any report of a foodborne illness.

Investigates environmental health complaints, documents results using software management system and provides follow-up.

Participates in ongoing Quality Assurance and Quality Improvement programs.

Suspends and revokes permits due to imminent public health hazards or as requested by the state.

May conduct site evaluations to determine suitability for the permitting and installation of on-site wastewater disposal systems and private water supply wells in accordance with North Carolina Laws and Rules. Designs on-site wastewater disposal systems for the issuance of improvement and construction authorization permits. Conducts installation inspections of new and repaired on-site wastewater disposal and well water systems.



Maintains accurate documentation for possible legal action.

Conducts water quality sampling and reports results verbally and in writing to interested individuals.

Drives county vehicle to perform job duties and responsible for ensuring that maintenance schedule for vehicle is performed as required.

Assists in the training of Environmental Health Interns.

Participates in emergency preparedness response exercises or events as assigned.

Performs other related duties as assigned.

**Additional essential functions based on assigned area:**

**On-Site Water Protection Program**

Evaluate engineering reports, soil scientist design proposals, real property assessments, maps, deeds and surveys.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Must be registered as an Environmental Health Specialist with the North Carolina Board of Environmental Health Specialist Examiners. Individuals who are not registered but meet eligibility requirements will be considered.

To be registered as an Environmental Health Specialist, a Bachelor's degree from an accredited university with completion of at least 30 college semester hours in the physical or biological sciences or equivalent combination of education and experience is required.

**Licenses or Certifications:**

Registration as an Environmental Health Specialist with the North Carolina Board of Environmental Health Specialist Examiners.

Must have a valid driver's license and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy.

**Special Requirements:**

Must have environmental health experience working in diverse indoor and outdoor environments.

**PREFERRED QUALIFICATIONS:**

**Education and Experience:**

Registered as an Environmental Health Specialist with the North Carolina Board of Environmental Health Specialist Examiners.

**Licenses or Certifications:**

State authorizations or be eligible for authorizations as applicable by program area. Program authorizations may include: Food, Lodging and Institutions, Tattoos, Public Swimming Pools, Migrant Housing, Child Care and School Sanitation, Child Lead Poisoning Prevention, and/or Wells and On-Site Wastewater.

Must have a valid driver's license and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy.

**Special Requirements:**

Must have environmental health experience working in diverse indoor and outdoor environments.

**PHYSICAL DEMANDS:**

Must be physically able to operate a motor vehicle. Must be physically able to operate a vehicle, able to exert up to 30 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Significant degree of walking, standing, and bending required. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg

controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**WORK ENVIRONMENT:**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs. Approximately 70% of work is performed in the field conducting required activities as identified by program.

Environmental Health staff in the On-Site Water Protection Program work outdoors and are exposed to extreme weather conditions and varying conditions in the environment including construction sites. Employees evaluate properties for on-site wastewater disposal system suitability using soil hand augers or by examining back hoe pits.

Environmental Health staff working in the Children's Environmental Health and Food Lodging and Institutions Programs are exposed to food establishment, institutional, residential, child care, school, local confinement, public swimming pool, lodging and health care facility environments and facility construction sites.



UNION COUNTY  
Revision Date: Mar 12, 2019

## INTERPRETER

Class Code:  
5182

### **GENERAL STATEMENT:**

The Interpreter, under general supervision, assists the Department of Human Services to expand the capacity to deliver effective services to Limited English Proficient clients. This is accomplished by the help the interpreter provides for the communication between Human Services employees and the clients. Employees can provide interpreting services to the divisions within the Department of Human Services and may occasionally be asked to interpret calls that come through the main government center switchboard.

### **ESSENTIAL FUNCTIONS:**

Conveys communication between the provider and client, while converting the exchange from one language into another. The interpreter works in all program areas and in a variety of settings including homes and community sites. Interpreters act as accurately as possible, given the idiomatic difference between languages, while keeping the spirit and letter of the original communication. Communicates possible misunderstandings by the client to the provider.

Assists the provided in understanding the client's culture. This included nonverbal communications, health practices, and social relationships. The interpreter does not attempt to give explanations other than what is communicated by the professional. Maintains strict confidentiality regarding any and all client-provider information. Refrains from inserting own opinion or judgment when communicating with clients.

Provides translation of written letters and simple written informational and instructional material, being very careful to translate as literally as possible, given the idiomatic differences between languages.

Performs work during emergency/disaster situations.

Performs clerical and other related duties as assigned.

Has knowledge of office practices and procedures.

Performs under stress and when confronted with persons acting under stress.

Maintains high standards of accuracy in exercising duties and responsibilities.

Communicates clearly and effectively in person and by phone; uses tact, courtesy, and decorum to project a favorable image for the agency.

### **Additional essential functions based on the assigned department:**

#### **Public Health**

Assists health care professionals with medical exams to include setting up exam rooms, obtaining and recording patient vital signs, performing vision and hearing tests, acting as a chaperone during exams as needed, demonstrating proper handling of specimens. Maintains clinic supplies to include monitoring supply levels and stocking rooms with supplies.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Requires a High School Diploma or an acceptable equivalency diploma (GED), and five (5) years of experience as a translator/interpreter; or equivalent combination of education and experience.

**Licenses or Certifications:**

**Public Health**

Medical Office Assistant Certification or Certified Nursing Assistant Certification.

Successful completion of Union County Public Health clinical assistant training (provided upon hire).

**Special Requirements:**

The candidate must possess a high level of skill directly related to translating and interpreting from Spanish into English and from English to Spanish.

**PREFERRED QUALIFICATIONS:**

**Education and Experience:**

None Specified.

**Licenses or Certifications:**

None Specified.

**Special Requirements:**

None Specified.

**PHYSICAL DEMANDS:**

Must be physically able to operate a variety of machinery and equipment including, typewriters, calculators, copiers, telephones, fax machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**WORK ENVIRONMENT:**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.

## **Laboratory Technician**

### **General Statement**

The Laboratory Technician, under general supervision, performs laboratory tests to aid in the diagnosis and treatment of clients of the Union County Public Health Department and assist with community screenings utilizing specialized equipment to measure and report findings.

Public Health is responsible for preparedness activities in the event of a natural disaster, disease outbreaks and other threats to the health of the public. Individuals in this role will be required to participate in preparedness response activities which may include mass vaccination clinics, sheltering and or dispensing medications from the Strategic National Stockpile.

### **Essential Functions**

Serves as a Laboratory Technician collecting and performing moderately-complex sample analysis in accordance with laboratory policies and Standing Operating Procedures.

Responsible for specimen processing, test performance and for reporting test results.

Testing performed includes CLIA waved labs, microscopy, hematology, urine chemistry, and water bacteriology for Environmental Health services.

Obtains blood sample collection via venipuncture and finger sticks following the proper order of draw.

Obtains throat and nasal samples with appropriate swabs for viral and bacterial testing.

Follows the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results.

Maintains records that demonstrate that proficiency testing samples are tested in the same manner as patient specimens.

Adheres to the laboratory's quality control policies, documents all quality control activities, instrument and procedural calibrations and maintenance performed.

Follows the laboratory's established policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance.

Identifies problems that may adversely affect test performance or reporting of test results and corrects the problems or notifies the Lab Manager immediately.

Documents all corrective actions taken when test systems deviate from the laboratory's established performance specifications.

Follows sharps and bio-hazardous waste disposal procedures safely.

Completes quarterly state lab competencies and meets required annual CEUs successfully.

Orders and stocks supplies, and maintains supply inventory.

Performs work during emergency/disaster situations.

Performs appropriately under stress and when confronted with persons acting under stress.

Communicates clearly and effectively in person and by phone; uses tact, courtesy, and decorum to project a favorable image for the agency.

Performs other related duties as assigned.

### **Minimum Qualifications**

#### **Education and Experience:**

Requires a High School Diploma or an acceptable equivalency diploma (GED) and completion of a Medical Laboratory Technician or Medical Assistant Program and one (1) year of experience; or equivalent combination of education and experience.

#### **Licenses or Certifications:**

Must have a valid Driver's License and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy.

#### **Special Requirements:**

Employee must meet the qualifications for personnel performing moderately-complex laboratory procedures under the Clinical Laboratory Improvement Act of 1988.

#### **Physical Demands**

Must be physically able to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions including computers, stethoscope, hemostat, IV pump, telephones, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Light Work usually requires walking or standing to a significant degree.

#### **Work Environment**

Work is performed in a relatively safe, secure, and stable work environment.

## **Public Health Social Worker**

### GENERAL STATEMENT:

The Social Worker, under general supervision, provides professional social work services to clients in a variety of settings including local human service agencies, correctional facilities, hospitals, schools, medical facilities, patient/client homes, etc. Work involves evaluating the client's situation and his/her ability to deal with it, developing a social history, psychosocial assessment, service plan and/or treatment plan and follow-up. Services may include placement in a residential facility; basic counseling, support, and reinforcement in areas such as death and dying, employment, vocational, medical, health, or behavioral issues. Employee addresses such problems as adjustment to illness or disability, placement into an institution, rest home or nursing facility; financial concerns; socialization issues of the socially handicapped or those debilitated by age or illness. They may provide information to and confer with schools, natural parents and foster parents on rehabilitation plans, behavior management, and other problem areas or needs.

Employee may be involved in recruitment, evaluation, and training of foster parents and other care providers, provides care management services and coordinate with a multidisciplinary team, or provides care management services to pregnant Medicaid recipients; and may develop community or service resources and/or develop volunteer programs. In certain treatment settings worker participates on rehabilitation/treatment teams and provides the social work perspective. Positions at this level combine difficult services performed under supervisory guidance with relatively conventional services performed under more relaxed supervision.

Public Health positions are responsible for preparedness activities in the event of a natural disaster, disease outbreaks, and other threats to the health of the public. Individuals in this role will be required to participate in preparedness response activities which may include mass vaccination clinics and sheltering.

### ESSENTIAL FUNCTIONS by Assigned Area:

#### **Child Health Clinic**

Performs assessments to identify needs and establish an appropriate care plan

Assesses for Social Determinants of Health.

Refers to resources for food, clothing, housing, and transportation.

Engages families to close care gaps in key health areas such as prevention, maternal, and child health

Recommends strategies to improve the practice infrastructure to address non-medical drivers of health.

Supports pediatric patients and their families through challenges by providing general counseling services, crisis intervention, mental health therapies, substance abuse support, and other key services.

Performs additional duties as assigned.

#### **CMARC Program (Care Management for At-Risk Children)**

Reviews data reports received from Care Impact, VH and CMARC referrals from providers and community members to identify children birth to five who would benefit from care management based on the Standardized Plan.

Evaluates priority risk factors identified by claims data analysis, hospital records and referrals, then contact the family of the child and evaluate for needs based on program guidelines.

Initiates a Comprehensive Health Assessments on all clients determined to be at risk. Establishes processes to support care management based upon risk stratification guidelines outlined in Standardized Plan. Complete LSP and SWYC face to face as appropriate.

Engages clients in care management services by making timely contacts as outlined in the Standardized Plan based on needs and identified risks. Develops and documents patient-centered care plans by addressing barriers and determining interventions based on client needs. Refers clients to local community resources to meet the specific needs and follows-up to evaluate outcomes.

Supports Public Health in preparedness exercises.

Performs additional duties as assigned.

#### **CMHRP Program (Care Management for High-Risk Pregnancies)**

Reviews data reports received from Care Impact and pregnancy risk screening forms received from OB providers and community members to help identify pregnant women who would benefit from care management based on Standardized Plan.

Contacts clients who have priority risk factors as identified by claims data analysis, risk screens and referrals and evaluate for needs based on program guidelines.

Completes face to face Comprehensive Health Assessments on all clients with determined risk factors. Establishes processes to support the care management based upon risk stratification guidelines outlined in Standardized Plan for Pregnancy Care Management.

Engages clients in care management services by making timely contacts as outlined in the Standardized Plan based on implacability scores and identified risks. Develops and documents patient-centered care plans by addressing barriers and determining interventions based on client needs. Refers clients to local community resources to meet the specific needs and follows-up to evaluate outcomes.

Performs additional duties as assigned.

#### **Maternal Health (including the postpartum period)**

Completes a comprehensive psychosocial clinical assessment on maternity patients who have been referred for LCSW services.

Develops a patient-centered care plan, based on the psychosocial assessment, for each identified psychosocial problem.

Provides and document guidance, education, and counseling services for each identified psychosocial problem(s) and /or refers for outside services as appropriate.



Documents appropriate follow-up for each identified psychosocial problem at each successive visit.

Discusses the identified problems, plans, concerns, and updates with the maternity provider as appropriate throughout the patient's pregnancy and during bimonthly maternity conferences.

Notifies the maternity provider if there are concerns that may require additional referrals to an outside specialist. Documents all referrals for outside services including the name of the referral and contact information.

Coordinates the plan of care with the patient's CMHRP care manager, as applicable. Engages patients with a CMHRP care manager and refers patients for services if needed.

Completes a discharge summary or closure note for each maternity patient counseled.

Reschedules LCSW appointments as appropriate if appointments are not kept.

Performs additional duties as assigned.

### **Minimum Qualifications**

#### **Education and Experience:**

##### CMARC/CMHRP/Child Health Programs

Requires a Bachelor's degree in Social Work with one (1) year of social work experience.

##### Maternal Health

Requires a Master's Degree from an accredited university, LCSW, and two (2) years of experience in social work.

#### **Licenses or Certifications:**

Must have a valid Driver's License and be able to maintain a safe driving history as defined by the Union County Vehicle Use Policy.

#### **Special Requirements:**

##### CMARC /CMHRP Programs

- Basic computer skills

#### **Preferred Qualifications**

#### **Licenses or Certifications:**

##### CMARC/CMHRP Programs

LCSW and 2 years of care management experience.

#### **Physical Demands**

Must be physically able to operate a variety of machinery and equipment including computers, copiers, telephones, etc. Must be able to exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary

Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Work Environment**

Work is performed in an environment where errors on the social worker and/or client's part can lead to significant physical or mental consequences for them or others.

Additionally, if assigned to Public Health, work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.