

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): HEALTH & HUMAN SERVICES DEPT.

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE ADVANCED CLINICAL PRACTITIONER

NEW POSITION OR REPLACEMENT FOR: EMILIA ARANCIBIA EMPLOYEE NO 068233

DEPT NO 340

POSITION/SLOT NO 003-0001


ADVERTISED SALARY: 86,526.00 OTHER COMPENSATION: 0 COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: HIDALGO COUNTY 7:30AM - 5:30PM OR AS ASSIGNED

CONTACT PERSON: LYDIA SERNA

EXTENSION / PHONE NO: 383-6221 EXT. 235



Department Head or Elected Official

5-24-12

Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 05/24/12

BUDGETED SALARY, GRADE & STEP: GRADE 21 STEP 1

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES NO . If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

ADVANCED CLINICAL PRACTITIONER

GRADE: 21

GENERAL DESCRIPTION

Performs highly advanced (senior-level) clinical healthcare/nursing work. Work involves assessing, planning, and providing comprehensive patient care independently or in collaboration with health care professionals. Plans, assigns, and supervises the work of other nursing professionals. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides specialized consultation, training, and technical assistance to agency staff, care recipients, provider agencies, and the medical community

Plans, implements, and evaluates nursing care consistent with medical care prescribed by a physician

Evaluates patient's condition and formulates plan of care to maintain healthy progress

May administer medications and treatments within delineated parameters; institutes lifesaving emergency measures

Orders tests to detect disease processes

Initiates or modifies medical treatment when and to the extent authorized by the treating Physician

Creates and maintains accurate records, reports, and legal documents

Manages primary acute or chronic care in collaboration with health team members

Identifies problems and makes suggestions for change to facilitate continuity of patient care, meeting patient needs and the mission of a health care facility

Shares clinical expertise as consultant and instructor and utilizes health promotion strategies

Evaluates nursing services through the analysis of statistical studies and performance evaluation reports

Develops in-service training and educational programs

Develops and participates in quality assurance programs

Reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessment, or quality of service

Plans, assigns, and supervises the work of others

May assists with patient flow and customer service

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of seven (7) years of experience working as a Nurse Practitioner or Physician Assistant within a collaborative primary care environment preferred. Graduation from an accredited four-year college or university with a Master's degree in nursing, physician assistant or a related field required.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Must be certified as a Licensed Registered Nurse in the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact and approved by the Board of Nurse Examiners for the State of Texas to practice as an Advanced Practice Nurse; or must be certified as a Licensed Physician Assistant in the State of Texas.

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills and Abilities

Knowledge of physical assessment and nursing techniques, principles, and procedures; of health care laws and regulations; of community health care principles, practices, and procedures; and of principles, methods, and procedures for the delivery of medical evaluation, diagnosis, and treatment

Ability to organize, coordinate, and evaluate health care/nursing activities and delivery of health care services; to explain public health law; to communicate effectively; and to plan, assign, and/or supervise the work of others

Knowledge and skills to lead a community health nursing team

Ability to direct and coordinate programs of care working collaborative and autonomously

Knowledge and understanding of policy and guideline implementation, review, monitoring and evaluation

Knowledge and understanding of involvement of patient and public in service delivery, development and design

Ability to plan and organize daily work routine

Ability to coordinate, audit, and control manpower and financial resources efficiently and effectively

Must have experience working with spreadsheets and/or word processing software

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



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FROM (NAME OF DEPARTMENT): HEALTH & HUMAN SERVICES DEPT.

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE LICENSED VOCATIONAL NURSE II

NEW POSITION OR REPLACEMENT FOR: MARIA F. ORTEGA EMPLOYEE NO 044873

DEPT NO 340

POSITION/SLOT NO 003-0024

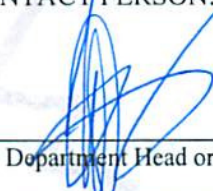
ADVERTISED SALARY: 40,078.00 OTHER COMPENSATION: 0 COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: HIDALGO COUNTY 7:30AM - 5:30PM OR AS ASSIGNED

CONTACT PERSON: LYDIA SERNA

EXTENSION / PHONE NO: 383-6221 EXT. 235



Department Head or Elected Official

5-24-12

Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 05/24/12

BUDGETED SALARY, GRADE & STEP: GRADE 11 STEP 1

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES ___ NO ___. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

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Closing Date

LICENSED VOCATIONAL NURSE II

GRADE: 11

GENERAL DESCRIPTION

This position provides routine (journey-level) vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares nursing and medical summaries

Administers medication orally, rectally, internally, or by injection

Monitors patients for treatments and procedures

Monitors patients' temperature, pulse, and respiration

Collects specimens for laboratory examination

Counsels patients with specific health goals

Conducts appropriate screening tests

Applies principles and practices to assess, prevent, and control diseases

Maintains records pertaining to medication, deaths, illnesses, and the transfer of patients

Makes rounds or home visits

May participate in conducting therapeutic programs

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) years of experience in nursing work; Graduation from a standard senior high school or equivalent or from an approved vocational or practical nursing education program is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of nursing procedures and techniques

Ability to provide patient medical care, to prepare and maintain records, and to train others

Registration, Certification, or Licensure

Must be licensed as a Licensed Vocational Nurse by the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

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ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE BILLING SUPERVISOR

NEW POSITION OR REPLACEMENT FOR: NORMA DE LEON EMPLOYEE NO 00264

DEPT NO 340

POSITION/SLOT NO 003-G076

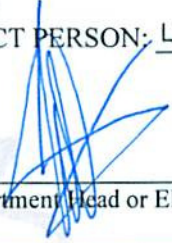
ADVERTISED SALARY: 38,074.00 OTHER COMPENSATION: 0 COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: CENTRAL OFFICE (EDINBURG) 7:30AM - 5:30PM OR AS ASSIGNED

CONTACT PERSON: LYDIA SERNA

EXTENSION / PHONE NO: 383-6221 EXT. 235



Department Head or Elected Official

5-24-12

Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 05/24/12

BUDGETED SALARY, GRADE & STEP: GRADE 11 STEP 1

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES ___ NO ___. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

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BILLING SUPERVISOR

GRADE: 11

GENERAL DESCRIPTION

Employee performs senior-level billing work. Work involves daily operational management of billing department and related functions. Monitors billing process to identify improvements, and makes recommendations to staff. Position may involve supervising staff and/or training of staff.

EXAMPLES OF WORK PERFORMED

Train, supervise, evaluate, and effectively recommends employment and discipline of all staff in billing department

Develop and maintain procedures for efficient and accurate processing

Coordinate all billing and accounts with records and information

Supervise the monitoring and reconciliation of third party remittances and collections

Institute payment plans when necessary for delinquent accounts or fees

Address all problems related to billing and accounts

Assists client with any information regarding their accounts and billing

Ensures compliance with county, state, and federal laws and guidelines

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years related billing experience with high volume billing in the private sector or public setting with one (1) year of supervisory experience preferred. Graduation from a standard senior high school is required. A Bachelors Degree in Accounting or Business Administration is preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of MS Word and Excel

Must have strong knowledge of billing and financial concepts

Strong analytical skills

Significant experience in healthcare billing methodologies, such as Medicaid, Medicare, HMO, PPO, etc.

Knowledge of coding

Excellent oral and written communication

Supervisory experience preferred

PHYSICAL DEMANDS:

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The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

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