



# Macon County Health Department

## Job Opening

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- Job Title:** High Risk Infant Follow-Up (HRIF) Case Manager
- Division:** Women, Infants, and Children (WIC)/Family Case Management (FCM)
- Minimum Qualifications:** Registered professional nurse licensed pursuant to Section 12 of the Illinois Nursing Act of 1987, Certification of Graduation from a school of nursing approved by the Department of Professional Regulation and a current Illinois license as a Registered Nurse (R.N.) by examination or a current Illinois license by endorsement. Must submit proof of 20 Continuing Education Units (CEUs) every license period; copy of license; and copy of CPR/AED card.
- Must possess the ability to establish and maintain positive relationships with customers, providers, the general public, and other professional personnel. Must have the ability to work with diverse community groups. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of a car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions (i.e. dirty, cramped). Must be able to carry, pull, and manage a minimum of 30 pounds of equipment daily.
- Summary of Job Duties:** Provides case management to eligible clients assigned to High Risk Infant Follow-Up/HealthWorks of Illinois with regard to local, state and federal policies and procedures. Completes an appropriate number of face-to-face or home visits and prepares a care plan based on the assessment of the whole family. Follows appropriate policies and procedures for the following programs: High Risk Infant Follow-Up, Healthworks, WIC, Family Case Management, and Better Birth Outcomes. Maintains current knowledge of community resources related to referral needs. Completes documentation per protocol utilizing the Illinois Department of Human Services Cornerstone data entry system. Confers with parents, providers, schools, and other groups to gather and receive pertinent information related to assignments with appropriate release of information. Attends meetings and training as needed.
- How to Apply:** Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, [www.maconcountyhealth.org](http://www.maconcountyhealth.org) to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to [hr@maconcountyhealth.org](mailto:hr@maconcountyhealth.org).

***The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.***