

JOB TITLE: Pondera County Public Health Nurse

SUPERVISED BY: Pondera County Public Health Director
Pondera County Commissioners
Pondera County Board of Health

SALARY: DOE -This position is a non-exempt **Part-Time or Full-Time position**, minimum of 20 hours per week up to 40 hours per week (1040 hours or 2080 hours per year). This position will accrue **compensatory time** under the guidelines of the Federal Fair Labor Standards Act and applicable Montana law. During the probationary period, employees will be compensated at **85% of the designated hourly wage for the first 90 days**. Following satisfactory progress, the wage rate will increase to **90% for the next 90 days**. Upon reaching **six months of continuous employment and completion of probation**, employees will be advanced to the **full designated hourly wage rate**.
Pay cycle is **monthly**.

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Work Unit Overview: The Pondera County Health Department protects and promotes the health of Pondera County citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principle. The Department's role is to identify community health problems, diagnose and investigate health problems and health hazards in the community, and enforce laws and regulations that protect health and ensure safety. The mission of the Department is to prevent disease and illness, promote healthy choices and deliver quality health care.

Job Summary: The Pondera County Public Health Nurse plans, implements and provides comprehensive nursing services in preventive health, and clinic programs through assessment, diagnosis, teaching, counseling, and prevention services to individuals, families, and groups to promote health and wellness to the public. This includes coordinating and administering public health programs, maintaining patient and program activity records, preparing required reports. This position works with all levels of health care professionals, public and private agencies, and general public to fulfill Federal, State, and County health care requirements. This position may require travel and work outside of normally scheduled hours and can accrue **overtime**

compensation time under the guidelines of the Federal Fair Labor Standards Act and applicable Montana Statutes.

ESSENTIAL FUNCTIONS (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Identify health needs in the community to create and facilitate programs to promote health and welfare including, but not limited to, maintaining contact with various volunteer organizations coordinate and/or participate in public education efforts such as news releases, displays and Health Fairs for the County citizens. Assess community health strengths, needs, and expectations to adopt a plan to utilize available medical resources and standards of nursing practices to serve families and individuals through health promotion and to serve those who are at risk of illness, injury, disability, or death.
- Provide nursing services to individuals to prevent illness, disability, or premature death. Perform physical assessments, obtaining blood pressure, temperature, measurements, etc. Retrieve information on health histories, diet histories, and family health histories. Read and interpret lab reports, administer tests, and perform a variety of related procedures.
- Promote Pondera County Health Department goals by advising on health matters and medication options, carrying out immunization programs in schools, assessing environmental hazards, and working to prevent the spread of disease.
- Adhere to Universal Precautions and the Blood Borne Pathogen Policy, based on the potential risk of exposure while administering medical services to the public including, but not limited to, drawing blood.
- Contact Child Protective Service or other human service professionals, such as dentists, orthopedic specialists, etc. when a child is assessed and appears to have potential neglect, abuse and/or other special needs.
- Maintain clinic rooms and monitor all supplies and vaccines diligently to ensure adequate inventories are maintained and ordered accordingly.
- As required by the State, maintain accurate, reliable and current reports including, but not limited to, monthly vaccine reports and submit on a timely basis.
- Partner with county schools regarding notifying parents of the necessity in updating their children's immunizations. Additionally, just prior to the start of school each year (August), offer mass immunizations for qualifying children in order that they are in compliance with school requirements upon enrollment.
- Collaborating with the Pondera County Health Officer, administer immunizations/vaccines to people of all ages for such things as measles, mumps, rubella, Hepatitis B, polio, HIB, DPT, tetanus/diphtheria, while maintaining immunizations records of these services.
- Investigate and monitor reports of communicable diseases such as pertussis, measles, hepatitis, sexually transmitted diseases, tuberculosis and COVID-19. Coordinate efforts with physicians, school personnel, and others regarding the treatment and prevention of diseases.

- Provide health education, health promotion, health assessment, and disease prevention activities in the community including, but not limited to, schools to increase community awareness of the value of public health in the County. This includes representing the Department at various community activities.
- Ensure that any programs administered by the Pondera County Health Department operate in compliance with State and Federal standards, policies, guidelines, and/or grant provisions. This includes monitoring and tracking demographic data on participants, conducting site inspections, and compiling reports.
- Participate in all grant funded programs within the Pondera County Health Department
 - WIC- Women, Infant, Children
 - MCH – Maternal Child Health / FICMMR- Fetal Infant Child Mother Mortality Review
 - PHEP -Public Health Emergency Preparedness,
 - IZ- Immunization
 - VFC – Vaccines For Children (VFC)
- Ensure that clinical documentation regarding any citizen receiving public health services is secure, confidential, and maintained in compliance with Pondera County Health Department policy and State and Federal regulations.
- Participate in the review the strategic plans of Pondera County on a yearly basis to ensure they meet community health needs and that services are coordinated to maximize the effective use of resources and personnel.
- Attend regular Pondera County Board of Health meetings as well as attend Pondera County Commissioner meetings as required.
- Participate in a continuing education program relevant to the duties and responsibilities of this position.
- Follow workforce growth for self to continue development in the Pondera County Health Department. This would include, but not be limited to, assessing training-needs and securing all appropriate certifications.
- Travel as necessary to fulfill grant requirements, including, but not limited to, attendance at mandatory meetings and trainings associated with grants held by the Pondera County Health Department.
- Attend regional public health meetings, conferences, and partner collaboration meetings as required
- Provide at least weekly on-site services to inmates in the Pondera County Jail, including prescription disbursement approval and health care check-ups, as required, to determine the need for additional medical intervention.

- Performs other duties as assigned including managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, walking, lifting babies and children to examination tables. Required to stoop, kneel, crouch, or crawl.
- Carry clinic supplies (up to 25 pounds) necessary to perform tasks within clinic or at off-site clinics
- Work in a clinical nursing environment or on-site locations best suited for nursing purposes.
- Work in office conditions and travel throughout the County to work in clinics, homes and other locations such as schools, youth centers, women's shelters, migrant camps, senior centers, nursing home, community centers and Hutterite colonies.
- May involve occasional exposure to unstable home environments which requires tactful diplomacy and pathogens which requires knowledge of basic infection control and safety procedures.

Knowledge, Skills and Abilities

The job requires:

- Knowledge of physical, biological and behavioral sciences;
- The principles and practices of Public Health Nursing;
- Provide assessment, diagnosis, planning, intervention, evaluation practices and disease prevention education;
- Medical and patient care practices;
- Knowledge of nutritional principles and practices;
- Educational and learning theories;
- Health psychology theories;
- Community assessments;
- Excellent verbal and written communication skills;
- Critical skills necessary to prepare nursing care plans, coordinate and implement effective nursing care; and to develop solutions to problems concerning a patient's mental or physical well-being;
- Skills in public relations, organizing, prioritizing and delegating work appropriately;
- Developing approaches to sensitive issues that have significant impacts on patients, stakeholders, and Health Department programs;
- Ability to work off site, making appropriate decisions while utilizing resources by distance;
- The ability to exercise independent professional judgment, evaluate services, to project a positive image of the Health Department, and to work effectively in treating patients that range from infants to the elderly;
- Ability to maintain a positive and efficient working relationships with other employees, elected and appointed officials, state and federal agency personnel and the general public.

Education and Experience:

The job requires a minimum of an Associate's Degree in Nursing (LPN) and two (2) years nursing experience or a Bachelor's Degree in Nursing (RN).

The job also requires possession of a current license to practice as a License Practical Nurse or Registered Nurse in the State of Montana and possession of a valid Montana driver's license.

Equipment Used:

1. Personal computer, printer, and software
2. Telephone and Smartphone
3. Fax Machine
4. Photocopier
5. Clinical Supplies including, but not limited to, those needed for vaccinations, hemoglobin testing, and lead testing.