

Cascade County

Job Vacancy Announcement

Position: Public Health Nurse	Closing Date: Open Until Filled
County Dept.: City-County Health Department	Dept. Admin.: Tanya Houston
Type of Position: Full-Time	Salary: \$19.17 - \$20.67 per hour DOE - BSN \$17.57 - 19.07 per hour DOE - ADRN Must join MNA Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Public Health Nurse (PHN) performs nursing procedures and activities associated with the City County Health Department's (CCHD) chronic and communicable disease education, prevention and control programs with an emphasis on screening, assessing, administering and monitoring immunizations. The PHN develops and engages in educational and outreach activities and programs to promote increased immunization coverage, awareness of vaccine-preventable diseases, chronic and communicable disease prevention and community public health. The PHN assesses and evaluates public inquiries and responds and/or makes referrals following established CCHD protocols and develops and maintains positive working relationships with community partners, agencies and providers. The PHN engages in health surveillance, investigation and control according to CCHD protocol and performs other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Public Health Nurse performs activities, including but not limited to, the following programs/services: immunizations, communicable disease investigations and control, HIV prevention, STD, TB control, worksite health, completes contract requirements and reports in a timely manner, orders and maintains the inventory of Vaccine for Children (VFC) and adult vaccines, maintains accurate records for the VFC program, responds appropriately to vaccine adverse reactions, develops and promotes activities needed to increase immunization coverage of Cascade County residents, participates in communicable disease surveillance investigation and control activities, participates in chronic disease prevention/health promotion programs and activities, performs efficient and effective public health surveillance activities, assists and /or initiates planning and implementing program based outreach activities, provides health related counseling on the prevention of communicable disease, assess and evaluate public inquiries and responds and/or refers following established protocols, conducts interviews which include assessment of disease exposure risks, current health status, education and appropriate follow-up plan, collects data, compiles accurate statistical information and prepares accurate records and reports, maintains positive communication and relationships with community agencies, adheres to Blood-borne Pathogen Exposure Control Plan at all times, works with people of all ages with diverse background and lifestyles, accepts clients in a non-judgmental manner, actively seeks and utilizes the most current program specific information, performs other related duties as required or assigned.

Knowledge and understanding of: Teaching and learning principles, current nursing procedures and techniques, applicable public health laws, prevention and control of communicable diseases, use of nursing process, community health nursing/community resources, HIPAA Privacy and security rules, Microsoft Excel, Word, Outlook, Windows, Internet, electronic medical record systems, CCHD and County rules, procedures and functions, safety rules, procedures and practices.

Ability to: Teach and demonstrate established procedures, be self-motivated and utilize time wisely, be organized, yet flexible, accurately record and log time and activities, provide and demonstrate good nursing judgment, work effectively with students, maintain strict confidentiality of sensitive information, follow procedures of universal precautions, establish and maintain effective working relationships with fellow employees, supervisors and the public, become knowledgeable of and adhere to Advisory Committee on Immunization Practices (ACIP) guidelines, use computer to enter data and documentation, communicate effectively both orally and in writing, comprehend and follow verbal and written instructions, communicate information clearly and concisely, read and comprehend materials and analyze and compile information, meet established timelines and/or deadlines, coordinate, analyze and utilize a variety of reports and records, employ and enforce safety practices and procedures, deal with frequent change, delays and/or unexpected events, work collaboratively with management and co-workers, respond appropriately to an emergency or crisis situation, work independently but also with a team, observe established lines of authority, observe required work hours and demonstrate punctuality, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, adhere to a high degree of confidentiality and sensitivity towards the families involved, maintain confidentiality and compliance with HIPAA privacy and security rules, work with patients with varied and diverse backgrounds in an empathic, non-judgmental, respectful and professional manner.

EDUCATION AND EXPERIENCE

The above knowledge and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have:

- Bachelor's Degree in Nursing required.
- **Or** an Associate's Degree Registered Nurse (ADRN) **and** two (2) years of experience. Course work and/or experience in community health nursing preferred.
- Applicants must possess a valid Montana Driver's License issued by the State of Montana or be able to obtain one within 30 days of hire.

APPLICATION PACKET REQUIREMENTS: Each applicant is required to submit the following:

A completed Cascade County Employment Application.

Copy of valid Nursing License issued by the State of Montana.

The successful applicant shall serve a 6-month probationary period and must join the Montana Nurse's Association (MNA). The successful applicant may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER