

Cascade County

Job Vacancy Announcement

Position: Public Health Nurse- Communicable Disease Program	Closing Date: October 1, 2012
Dept.: City-County Health Department	Dept. Adm.: Alicia Thompson
Type of Position: Full Time M-F 8 to 5	Salary: PHN-\$18.17 per hour Assoc. RN-\$15.57 per hour
	MNA Membership Required
Applications available at Cascade County Human Resource 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.	

DESCRIPTION OF POSITION

This position performs nursing procedures and activities associated with the Department's chronic and communicable disease prevention and control programs, with an emphasis on communicable disease investigations and control activities. Position performs skilled professional and technical duties in provision of health care. Position may be exposed to communicable diseases and infectious body fluids requiring adherence to practices of universal precautions. Must carefully follow appropriate nursing procedures as consequence of error could be detrimental to client's and nurse's health. May be exposed to risks from behavior disordered persons. Deals with sensitive information and adheres to standards of confidentiality (HIPAA). Must learn, promote, and adhere to the Administrative Rules of Montana regarding and related to communicable disease control. Position requires ability to use a telephone and communicate orally with the public; administer injections; use writing instruments and keyboard; use computer for documentation of activities; read written materials; perform public speaking; good professional judgment; ability to lift 30 pounds; conducts home visits and offsite clinics requiring ability to drive and to enter and exit buildings.

JOB REQUIREMENTS

Knowledge of: Teaching and learning principles; nursing procedures and techniques; applicable public health laws; (PPD/STD); prevention, investigation and control of communicable diseases; immunizations; HIV prevention; TB control; worksite health; chronic disease prevention and health promotion programs and activities; public health surveillance; Blood Borne Pathogen Exposure; use of nursing process; work with people of all ages with diverse background and lifestyles; modern office equipment, practices, and procedures; Microsoft Office software including Word, Excel, Internet, and Outlook; Department rules, procedures, and functions; Safety rules, procedures and practices.

Skills in: Assessment, planning, and implementation; performing nursing procedures and in the use of some medical screening equipment; planning and implementing program based outreach activities; health related counseling; interviewing clients; public relations; computer use.

Ability to: Teach and demonstrate established procedures; be self-motivated; be well organized yet flexible; accurately record and log time and activities; provide and demonstrate good nursing judgment; work effectively with students; utilize time wisely; follow procedures of universal precautions; communicate effectively orally and in writing; follow verbal and written instructions; establish and maintain effective working relationships with fellow employees, supervisors, and the public; ACIP immunization guidelines; read and comprehend materials; coordinate, analyze, and utilize a variety of reports and records; observe work hours, demonstrate punctuality; work collaboratively with management and co-workers; work non-traditional hours as assigned; observe established lines of authority; collect data, compile accurate statistical information; assess and evaluate public inquiries.

EDUCATION REQUIREMENT

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Nursing **or** an Associate RN and two (2) years of experience. Course work and/or experience in community health nursing preferred. Must possess and submit copy of current license to practice nursing in the State of Montana. The successful applicant must possess a valid Montana Driver's License.

The successful Applicant must serve a 6 month probationary period and 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 should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that 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.