



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Public Health Nurse – Immunizations**
Schedule: **Full-time with Benefits**
Department: **City-County Health Department**

Salary: **\$22.61 - \$24.11 per hour DOE - BSN**
\$20.98 - \$22.48 per hour DOE - ADRN
Closing Date: **Open Until Filled**

Education/Experience/Training:

- Bachelor's or Associate's RN Degree in Nursing required.
- Experience with administering immunizations preferred.
- Course work and/or experience in community health nursing preferred.

Certifications:

- Valid license to practice nursing in the State of Montana.
- 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.

Must join MNA Union

Applicants are REQUIRED to submit the following:

- ✓ A completed Cascade County Employment Application.
- ✓ Copy of valid Nursing License issued by the State of Montana.

POSITION DESCRIPTION

The Public Health Nurse – Immunizations (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 PHN performs activities, including but not limited to, the following programs/services: immunizations; communicable disease investigations and control; HIV prevention; sexually transmitted disease (STD) investigations and control; TB control; worksite health; completes reports in a timely manner; 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 diseases, particularly STDs; develops and promotes activities needed to decrease the STD rates of Cascade County residents; assesses and evaluates 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 backgrounds and lifestyles and accepts clients in a non-judgmental and empathic 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 and use of nursing process; applicable public health laws; prevention and control of communicable diseases; community health nursing/community resources; HIPAA Privacy and security rules; Microsoft Excel, Word, Outlook, Windows, Internet, electronic medical record systems; CCHD and County policies, rules, procedures and functions; safety policies, rules, procedures and practices.

Skills in: Customer service; time management and organization; strong written and verbal communication.

Ability to: Become knowledgeable of and adhere to Advisory Committee on Immunization Practices (ACIP) guidelines; become knowledgeable and adhere to current STD testing and treatment guidelines; teach and demonstrate established procedures; accurately record and log time and activities; provide and demonstrate good nursing judgment; work effectively with students; follow procedures of universal precautions; establish and maintain effective working relationships with fellow employees, supervisors and the public; proficiently operate a computer to complete required job duties; 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 or unexpected events and adapt to changes in the work environment; work independently or collaboratively with management and co-workers; respond appropriately to an emergency or crisis situation; 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 strict confidentiality and compliance with HIPAA privacy and security rules and sensitive information; work with patients with varied and diverse backgrounds in an empathic, non-judgmental, respectful and professional manner.

The successful applicant shall serve a 6-month probationary period and will 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