



# CASCADE COUNTY

## Job Vacancy Announcement

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

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

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

Salary: **\$20.57 - \$22.17 per hour DOE**

Closing Date: **Open Until Filled**

### **Education/Experience/Training:**

- Bachelor's Degree in Nursing with two (2) years of experience preferred.

### **Certifications:**

- Valid license to practice nursing in the State of Montana.
- Valid driver's license issued by the State of Montana.

### **POSITION DESCRIPTION**

The Public Health Nurse (PHN) at the City-County Health Department (CCHD) works in the Family Health Services Division and primarily provides a variety of generalized public health nursing services in clinics, homes, schools and institutions using a core set of interventions, including but not limited to, home visiting, case management, screenings, referral and follow-up, health education and counseling, client consultation, outreach, case finding, immunizations and community collaboration. This position further provides home visiting under various models such as "Parents as Teachers" to "at risk" families by using a strength-based approach to challenge parents to find effective approaches and solutions for issues related to parenting and child development. The PHN offers support to pregnant mothers and caregivers of young children, may compile medical and other health data needed to prepare and provide medical summaries for children in foster care to the Montana Department of Health and Human Services, Child and Family Services Division (CFS); provides families with information about available community resources and services, assists parents in developing and fostering healthy self-concepts, self-help skills and self-reliance, performs nursing and developmental screening activities, performs skilled nursing duties as needed and facilitates parenting classes. The PHN performs other duties as required or assigned.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Identifies physical, social and emotional health needs of individuals, families and populations groups through systematic assessment utilizing professional nursing skills, health histories and health data; Coordinates plans for services and nursing interventions in coordination with nutritionists, social workers, home visitors, medical providers and other professional workers involved with the individual and /or family health; Drives to families homes and delivers health, educational, nutritional and child growth and development information to caregivers; Promotes the health of individuals, families and the community through individual and public education, support and appropriate interventions for prevention and health maintenance; Assists families in improving the condition and quality of family life by improving parenting skills and helping parents access medical care for their children; Reviews each child's/family's goals and documents individual plans designed to promote current learning and attends to nutritional, health and social issues; Coordinates with parents to ensure prenatal, well-child exams, immunizations, health screenings and nutrition assessments are complete and necessary follow-up occurs; Assists and supports families in locating resources and scheduling appointments with community resources that best meet their needs and ensures seamless quality services for all enrolled pregnant women, children and their families; Demonstrates the ability to assume primary responsibility for planning and implementing of home visits and activities with parents of young children, prenatally through kindergarten; Serves as a liaison among medical and social service providers in the community and acts as an advocate for these families; Develops and implements nursing care plans for a variety of home visiting models; Provides home visits to individuals and families based on the nursing process; Provides nursing care and/or appropriate referrals to area agencies and providers, monitors the plan of care and tracks and measures outcomes; Documents all interactions with or on behalf of the client accurately and in a timely manner in accordance with program requirements; Maintains accurate written/electronic records including health information, assessments, screening instruments, anecdotal observations and other required forms; Prepares and submits required data reports and assists with collection of program specific data; Coordinates activities of nursing interns as needed; Attends and participates in required trainings and fulfills the minimum amount of yearly professional development hours; Maintains assigned caseloads and conducts home visits with families in accordance to program guidelines; Works in a team-oriented, collaborative manner with staff, parents and other community organizations to ensure quality services and program requirements are met and to carry out the CCHD and/or program goals and objectives; Reports all suspected child abuse and neglect as required by law and documents accordingly; Informs supervisor of all possible reports to CFS; Follows CCHD and County policies and procedures; Maintains strict confidentiality of sensitive information; Performs other duties as required or assigned.

***Knowledge and understanding of:***

Infant, child and maternal health and nutrition; Normal pregnancy conditions and breastfeeding; Early childhood development, mental health and developmental conditions; Community resources and skills to link families with appropriate agencies and services; Use of nursing processes; Cultural sensitivity; Motivational Interviewing; Teaching and learning principles as required by model developer; Maternal, Infant and Early Childhood Home Visiting (MECHV) and Health Department Information System (HDIS) data systems, Microsoft Office (Outlook, Word, Excel, Internet); Screening tools; HIPAA (HIPAA ) Privacy and Security Rules; Microsoft Office (Outlook, Word, Excel, Internet); CCHD and County safety policies and procedures.

***Skills in:***

Making sound decisions and effectively problem solving with families in regard to a variety of medical, social, developmental and nutrition issues; Microsoft Word, Excel, Office and HDIS/MECHV/CAPS database; Customer service; Time management and organization; Strong written and verbal communication.

***Ability to:***

Monitor and move quickly in order to respond to children who are very active and may need redirection in order to ensure their safety; Work flexible schedule to accommodate family needs, may include some evening or weekend hours; Regularly kneel, bend and sit on the floor to attend to child's needs; Occasionally lift up to 50 pounds; Follow procedures of universal precautions; Establish and maintain effective and professional working relationships with fellow employees, supervisors, federal and state agencies, private agencies and the general public; Proficiently operate a computer managing individual family and agency data 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.

This position is covered and subject to the Collective Bargaining Agreement by and between Cascade County, Montana and Montana Nurses' Association.

***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**