FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Community Health Services Public Health Nurse DATE OPENED: 11/24/2020

DEPARTMENT: Health Department CLOSING DATE: 12/08/2020

If you have any questions about this position vacancy, call: (406) 751 - 8109

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: MPEA - Health

___ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

✓ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 25.52 per Hour

SALARY AT:
1 YEAR STEP: $ 26.79 per Hour
2 YEAR STEP: $ 27.22 per Hour
3 YEAR STEP: $ 27.66 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Starting wage listed is for a BSN, ASN nurses will be considered with a starting wage of $24.31.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead City-County Health Department
Range: Health (Union) Grade 9 or Grade 8
Job Code: 13100

COMMUNITY HEALTH SERVICES PUBLIC HEALTH NURSE

DEFINITION:

Under the supervision of the Community Health Services Director and program coordination of Community Health Services Program Coordinator where applicable, performs a variety of public health nursing services in clinics, homes, schools, and institutions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

(The following are intended to illustrate typical duties and responsibilities; they are not meant to be all-inclusive or restrictive.)

1) Identifies the physical, social, and emotional health needs of individuals, families, and communities through systematic assessment utilizing professional nursing skills, health histories, physical assessments, laboratory data and other tools and data;
2) Makes visits to client's homes, day care centers, foster homes, schools, and related care facilities; investigates for communicable diseases; conducts inspections for compliance with state regulations.
3) Develops and implements nursing care plans by providing nursing care or appropriate referral to area agencies and practitioners; monitors client's; maintains documentation on clients; determines eligibility of clients for participation in program.
4) Promotes and maintains health of individuals, families, and the community through education, counseling, and appropriate preventive and rehabilitative measures; provides a variety of health related classes and talks to groups.
5) Administers immunizations to infants, senior citizens, program participants, and the public.
6) Adheres to established nursing procedures and agency Bloodborne Pathogen Exposure Control policies at all times.
7) Provides answers to health-related questions and a variety of health information to the public upon request.
8) Participates as the department representative on a professional or community association; assumes responsibility as resource for an assigned department function.
9) Attends program related meetings and conferences, which may require overnight stays.
10) As assigned, assists Community Health Services Director with administration and reporting for public health nursing contracts.
11) Performs related work as assigned.

Work is performed in an office environment and the community and requires typical range of motion and physical agility associated with the operation of equipment required to fulfill the duties of this position. The employee has occasional to frequent contact with body fluids and of appropriate personal protective equipment is required.

MINIMUM REQUIREMENTS:

Education:

Bachelor's degree in nursing from an accredited university school of nursing including academic and experiential preparation in public health nursing. The program must be accredited by the National League for Nursing. (May be waived for Associates Degree in Nursing and equivalent experience in position specific to job duties.)

Knowledge of:

Human development, public health nursing principles, and practices and standards of nursing.

Ability to:

1) Accept and utilize supervision and/or consultation.
2) Communicate effectively verbally and in writing.
3) Be sensitive to the needs, concerns, and rights of others.
4) Establish and maintain effective working relationships with peers, other agency personnel, and the public.
5) Assumes responsibility for assigned tasks, as directed.

Skill in:

Performance of all aspects of patient care and assessment including direct care, counseling, guidance, motivating patients for change and applying public health principles into practice.

Special Requirements:

Possession of a current license to practice as a registered nurse in the State of Montana.

Possession of a valid Montana driver's license, proof of insurability, and safe driving record.

CLASSIFICATION:

Registered Professional. Bachelor of Science Degree – Registered Nurses will be placed at Grade 9 in the Health Department matrix. Associate Degreed Registered Nurses will be placed at Grade 8 in the Health Department matrix.

Action	Date	Reference
Adopted	5/18/2009	Commissioners' Minutes
Revised	11/26/2012	Commissioners' Minutes
Revised	10/01/2013	Commissioners' Minutes