FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: LPN Clinic Nurse **DATE OPENED:** 10/2/2020

DEPARTMENT: Health Department **CLOSING DATE:** 10/13/2020

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: $ 19.12 per Hour

SALARY AT:
1 YEAR STEP: $ 20.07 per Hour
2 YEAR STEP: $ 20.39 per Hour
3 YEAR STEP: $ 20.72 per Hour

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

SEE ATTACHED JOB DESCRIPTION. Additional information:

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/5
Job Code: 13820

LPN CLINIC NURSE

DEFINITION: Under supervision of the Community Health Center Clinic Manager, provides clinical support to patients, providers and support staff to assure efficient utilization of staff, services and time management. This role will perform work as a licensed practical nurse and provide case management, nursing services, client flow assessment, education tasks for clients and staff and may be involved in policy development and adherence as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.)

Essential Duties:

1. Assist providers and clinical staff in direct patient care to include but not limited to treadmills, IV's, blood draws, family planning and other nursing duties as assigned.
2. Provide client case management and disease specific management services.
3. Assist in the development, review and revision of policies, procedures.
4. Provide phone and client triage.
5. Oversee clinic flow and make adjustments when necessary when filling in for RN
6. Coordinate with other clinical staff in ordering of supplies, vaccine, etc.
7. Provide educational services to patients and staff as needed.
8. Provide staffing backup for front office and Medical Assistants.
9. Assist with the development and adherence for Patient Centered Medical Home.
10. Adherence to HIPAA principals.
11. Performs related duties as required or directed.

MINIMUM REQUIREMENTS:

Education:

Graduate from an approved School of Nursing with degree or certificate as a Licensed Practical Nurse.

Experience:

Experience in primary care setting and experience in triage, both by phone and in person.

Knowledge, Skills and Abilities:

Knowledge and Skills:

Working knowledge of nursing practices related to acute and chronic complex medical conditions
Knowledge of current medical standards in primary care and family planning;
Knowledge of current immunization standards;
Knowledge of principles of case management and motivational interviewing;
Knowledge of HIPAA confidentiality requirements and practices;
Knowledge of OSHA standards in clinical settings;
Knowledge of community resources for patient referral;
Knowledge of Patient Centered Medical Home

Abilities:

Ability to communicate effectively orally and in writing;
Ability to analyze data;
Ability to maintain strict confidentiality of all Health Center matters;
Ability to establish and maintain effective working relationships with peers, other agency personnel and the public;
Ability to manage clinic flow:

SPECIAL REQUIREMENTS

Possession of an unencumbered current license to practice as a licensed practical nurse in the State of Montana.
Acceptance of Family Planning philosophy, concepts and practices.
Possession of a Montana motor vehicle operator's license.
ACLS Certification

CLASSIFICATION

Para-professional (Grade 5)

Action	Date	Reference
Adopted	7/10/2008	Commissioners' Minutes
Revised	12/20/2012	Commissioners' Minutes