



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Medical Service Assistant / LPN/ RN DATE OPENED: 03/19/2019

DEPARTMENT: FCHC / Health Department CLOSING DATE: Until Filled

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)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ \_\_\_\_\_ per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ \_\_\_\_\_ per Hour

2 YEAR STEP: \$ \_\_\_\_\_ per Hour

3 YEAR STEP: \$ \_\_\_\_\_ per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Depending on education or experience the wages are listed below:

Medical Service Assistant starting wage \$15.29-\$23.12

LPN starting wage \$18.56-\$28.08

RN-ASN starting wage \$23.60-\$35.71

RN-BSN starting wage \$24.77-\$37.47

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](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 County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Medical Service Assistant	<b>Job Code:</b>	13190
<b>Department:</b>	Health Clinic	<b>Pay Grade:</b>	Health 3
<b>Reports to:</b>	Clinic Manager	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. As a division of the health department, the Flathead Community Health Center provides clinical services to the community, including acute, chronic and preventative medical care and education for people of all ages through the patient centered medical home clinical services; a 340B pharmacy program to assist in the purchase of medications for patients who cannot pay; urgent and non-urgent dental care; reproductive health services such as physical exams, contraceptive supplies, pregnancy testing, counseling, STD testing, treatment and follow up; and case management services to high risk Medicaid recipients.

**Job Summary:** This position functions under the supervision of the Clinic Manager for general clinical support and administrative duties.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Prepare and room patients.
- Manage lab specimens— preparation, mailing, filing and follow-up.
- Provide phone triage and follow-up under direction clinical supervisor.
- Assist provider in the completion of EKGs, Holter monitors and other screening tests.
- Schedule diagnostic tests, consults and procedures with referral physicians.
- Assist clinical provider in minor surgical procedures.
- Provide injections and immunizations under direction of the provider and complete all necessary documentation.
- Stock rooms and maintain inventory.
- Perform phlebotomies and other CLIA-walved testing.
- Manage record requests and receipts from pharmacies and other medical specialists.
- Assist with quality assurance activities.
- Refer to the Medication Assistance Program for FCHC patients.
- Documentation in EHR.
- Provide back-up support to front office staff.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/ or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work occurs in clinical, medical facility environment
- Duties may require exposure to hostile, emotionally disturbed or mentally ill persons and/or confrontational interpersonal situations;
- May involve occasional exposure to pathogens which requires knowledge of basic infection control and safety procedures.
- May involve occasional travel by auto to attend meetings with community partners.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**

Knowledge of current clinical practice standards, including universal precautions.

Ability to understand and disseminate information relating to the operation of the Health Center; maintain effective working relationships with staff and public; communicate effectively verbally and in writing.

**Education and Experience:**

**Education:**

Graduate of a Medical Assistant training program with Montana Certification as a Medical Assistant or demonstrated competencies and experience as a medical assistant.

**Experience:**

Preference will be given to persons with previous medical assistant experience in a clinical setting.

Action	Date	Reference
Adopted	6/30/2010	Commissioners' Minutes
Revised	10/14/2014	Commissioners' Minutes

## 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)

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

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<b>Job Title:</b>	RN Clinic Nurse	<b>Job Code:</b>	13380
<b>Department:</b>	Health Department	<b>Pay Grade:</b>	Health 8 or 9
<b>Reports to:</b>	Executive Director/Clinic Manager	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under supervision of the Community Health Center Clinic Manager, provides clinical assistance to patients, providers and support staff to assure efficient utilization of staff, services and time management. This role will perform work as a registered 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.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- 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.
- Provide client case management and disease specific management services.
- Assist in the development, review and revision of policies, procedures and staff proficiencies.
- Participate in quality assurance activities.
- Provide phone and patient triage.
- Coordinate with other clinical staff in ordering of supplies, vaccine, etc.

- Provide educational services to patients and staff as needed.
- Provide back up for front office and clinic staff
- Assess policy adherence for laboratory, instrument sterilization and pharmacy.
- Facilitate meetings or trainings as directed.
- Assist with the development and adherence of Patient Centered Medical Home.
- Adherence to HIPAA principals.
- Coordinate programs such as Vaccine for Children, Coumadin monitoring and others as directed.
- Performs related duties as required or directed.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office and medical equipment. During the course of work an incumbent in this position may be exposed to body fluids and may be required to use personal protective equipment. This position is subject to non-DOT drug and alcohol testing.

**Supervision Exercised:** This position will not supervise staff but may coordinate the work of others.

**Knowledge, Skills, and Abilities:**

- 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 model.
- Ability to communicate effectively orally and in writing;
- Ability to analyze data and write reports;
- 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:

**Education:**

**Bachelor's Degree in Nursing from an accredited university School of Nursing (may be waived for Associates Degree in Nursing and equivalent experience in position specific to job duties)**

**Experience:**

**Preference to candidate with at least two years of experience in primary care setting and experience in triage both phone and in person.**

<b>Action:</b>	<b>Date:</b>	<b>Reference:</b>
Adopted	8/20/2012	Commissioners' Minutes
Revised	11/7/2012	Commissioners' Minutes
Revised	10/1/2013	Commissioners' Minutes
Revised	9/28/2015	Commissioners' Minutes