FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: PA / APRN **DATE OPENED:** 02/25/2021

DEPARTMENT: Family Planning / Health Department **CLOSING DATE:** 03/15/2021

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

NUMBER OF POSITIONS OPEN: 1 **BARGAINING UNIT:** _____

___ FULL TIME

✓ PART TIME

✓ REGULAR (YEAR ROUND POSITION)

___ SEASONAL

___ TEMPORARY

IF APPLICABLE:

TRAINING WAGE: $ _____ per

STARTING WAGE: $_____ per _____

SALARY AT:

___ YEAR STEP: $ _____ per _____

___ YEAR STEP: $ _____ per _____

___ YEAR STEP: $ _____ per _____

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

SEE ATTACHED JOB DESCRIPTION. Additional information:

This is a contract position with the wage depending on experience.

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
Job Code: 13830
Classification: Grade 10 (Health Department)

ADVANCED PROFESSIONAL NURSE PRACTITIONER /PHYSICIAN'S ASSISTANT

DEFINITION

Under general supervision of Medical Director and Executive Director performs duties of a clinical provider and does other related tasks as may be required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Assess the client's medical needs by obtaining and/or evaluating a medical/ social history
2. Perform appropriate health assessment procedures.
3. Order and/or obtain and interpret laboratory tests as indicated.
4. Utilize written protocols signed by the medical director for the performance of activities related to initiation or modification of medical therapeutic regime.
5. Provide counseling and instruction about related health needs as indicated.
6. Refer and follow-up clients with suspected abnormal conditions to medical resources.
7. Conduct education sessions for professional, community and client groups as requested.
8. Share on-call responsibilities with clinical staff.
9. Maintain confidentiality of patient information.
10. Establish and maintain effective working relationship with lay and professional people contacted in the course of work.
11. Work in collaboration with other healthcare providers and agencies to provide, and when appropriate, coordinate services to individuals and families.

MINIMUM REQUIREMENTS

Education:

Master's degree in Nursing from an accredited University School of Nursing and preparation as a Family Nurse Practitioner or a graduate of an accredited Physician Assistant program.

Experience:

One years experience performing the functions of an advanced level clinical provider are desirable.

Knowledge, Skills and Abilities:

Knowledge and Skills:

- Current knowledge of obstetrical/gynecological physical assessments
- Current knowledge of adult, child, and adolescent physical assessment
- Current knowledge and ability to identify and treat chronic and acute illnesses and conditions
- Current knowledge of diagnostic, laboratory and x-ray procedures
- Current knowledge of initial emergency measures and treatments in such situations as cardiac arrest, shock, hemorrhage, convulsions, and poisonings
- Current knowledge of the effects of medications
- Confidentiality requirements and practices

Abilities:

- Ability to comply with physician direction and to understand written and oral instructions of a technical and professional nature
- Ability to work within the Nurse Practitioner role and to recognize when to refer clients to a physician or another health care provider
- Ability to recognize and triage to ER life-threatening conditions or those beyond the scope of the practitioner
- Ability to make initial interpretation of all routine clinic functions including lab, x-ray, EKG, nebulizer treatment, etc.
- Ability to take a complete, accurate, and detailed history and to perform physical examinations including pelvic and breast exams
- Ability to conduct self in a professional manner and to manage conflict quickly and in a direct and respectful manner
- Ability to prescribe medications and to organize and order drugs and other clinic supplies
- Ability to keep equipment and supplies in good working order
- Ability to accurately record and maintain medical records
- Ability to obtain specimens for culture and microscopic examination
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with patients, other employees and the public.
- Skill in use of the otoscope, stethoscope, vaginal speculum, and other equipment necessary for physical assessment

SPECIAL REQUIREMENTS

Possession of a current license to practice as an advanced practice registered nurse with prescriptive authority or a physician's assistant in the State of Montana.
Possession of nurse practitioner national certification as stipulated by the Montana State Board of Nursing or possession of NCCPA national certification as stipulated by the Montana Board of Medical Examiners.
Possession of a current DEA license.
Certification in BLS.
Possession of a Montana motor vehicle operator's license.

CLASSIFICATION
Grade 10

Action	Date	Reference
Adopted	07/31/08	Commissioners' Minutes