



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: ADVANCED PROFESSIONAL NP/PHYSICIAN'S ASSISTANT DATE OPENED: NOV. 2, 2016

DEPARTMENT: FP/CHC/HEALTH DEPARTMENT CLOSING DATE: NOV. 18, 2016

If you have any questions about this position vacancy, call: (406) 751 - 8108

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT:

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 37.00 per Hour

SALARY AT:

TEMPORARY

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

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

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

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

TYPING TEST REQUIRED? NO  YES \_\_\_\_\_ = \_\_\_\_\_ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

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THIS IS A CONTRACT POSITION.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center

427 First Avenue East

Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

[http://flathead.mt.gov/human\\_resources/jobs.php](http://flathead.mt.gov/human_resources/jobs.php)

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to [kalispelljsc@mt.gov](mailto:kalispelljsc@mt.gov). Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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

*Contract*

Action

Adopted

Date

07/31/08

Reference

Commissioners' Minutes