

Teton County Health Department

JOB DESCRIPTION

Position Title:	Public Health Nurse (RN or LPN)		Tier:		
Agency:	Teton County Health Department	Reports to:	Public Health Director		
Employment Status:	FT or PT ≤ 40 hours per week	Pay Grade:	\$24.00 - \$26.50 Based on Qualifications	FLSA Status:	Non-exempt

Position Summary:

The Public Health Nurse performs nursing procedures and activities associated with the Teton County Health Department’s communicable disease education, prevention and control programs, and emergency preparedness. Responsibilities include:

- Immunization screening, assessing, administering and monitoring for adults and children, in accordance with the Vaccines for Children program and grant protocols.
- Develop and engage in educational and outreach activities and programs to promote increased immunization coverage, awareness of vaccine-preventable diseases, chronic and communicable disease prevention and community public health.
- Assess and evaluate public inquiries and respond and/or make referrals following established TCHD protocols and develop and maintain positive working relationships with community partners, agencies and providers.
- Engage in investigation of communicable disease, such as STIs and COVID-19. This work includes conducting client interviews, case investigations, contract tracing, collection of data for surveillance and reporting, and related communication to key partners and public regarding communicable disease.
- Plan, organize, and coordinate activities for the Montana Cancer Control Program throughout Region 5, including enrolling local healthcare providers in program and providing vouchers.

This position is can be full-time or part-time, Monday through Friday. The individual must be willing to work variable hours on occasion, including early mornings, evenings, and weekends.

Essential Duties:

Immunization Administration

- Maintain, update, and retrieve immunizations records from state immunization registry.
- Assess immunization status of individuals, and make recommendations based on CDC and ACIP immunization recommended vaccine schedules.
- Discuss clients’ questions and concerns regarding vaccine safety, efficacy, and timing.
- Administer appropriate vaccinations to adults and children.
- Collaborate with Public Health Nurse and Public Health Director to plan and implement

- immunization outreach strategies.
- Coordinate off-site mass immunization clinics.
- Maintain adequate ordering, storage, handling, and monitoring of vaccine to ensure quality.
- Attend meetings, conferences, workshops and training sessions to become and remain current on principles, practices and new developments in assigned work areas.

Communicable Disease Response

- Conduct timely investigations with people with confirmed or suspected communicable diseases such as STIs and COVID-19.
- Manage patient panels of those with confirmed or suspected diseases under investigation using established protocols including ongoing interviews and patient follow up, tracking of relationships/contacts, case management and documentation.
- Coordinate referrals to clinic settings for specimen collection and/or additional healthcare needs based on established protocol.
- Provide coaching, education, and advocacy to increase likelihood that health and safety protocols are followed for improved individual health, as well as slowing and preventing the spread of disease through the population.
- Communicate effectively and responsibly by establishing rapport, assertively confronting issues, and resolving patient concerns.
- Document surveillance data such as health indicators, risk factors, and disease surveillance information.
- Coordinate and manage special surveillance and screening activities during emerging disease events under established protocol and supervision of the Public Health Officer.
- Monitors trends, risk factors, and prevention interventions of communicable diseases in the county.

Breast & Cervical Cancer Control Program

- Coordinate a breast and cervical cancer screening and early detection program throughout Region 5;
- Maintaining a medical service provider network and subcontracts with participating health departments or individuals;
- Provide and facilitate screening support activities;
- Participate in regional coalition and develop and maintain a local Teton county coalition and partnerships;
- Implement outreach and public and professional education programs aimed at improving breast, and cervical health;
- Communicate with the state office.

Other Duties and Responsibilities:

- This position has been identified as an essential duty position. In the event of a public health emergency, you shall report to work if ordered to do so by any other the following officials or positions: (1) Public Health Director or designee, (2) Lead Public Health Nurse, or (3) a member of the Commissioner's office. Perform public health emergency response duties as assigned and consistent with training provided.
- Collaborate in the development of and contribute to individual, team, and departmental quality improvement, performance management, and evaluation activities.
- Promote a work environment where continuous quality improvement in professional practice is pursued.

- Contribute to ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals, and members of the community.
- Participate in community assessment; can distinguish between qualitative and quantitative community assessment data; understand incidence and prevalence data; know how to access basic community epidemiological data.
- Assume responsibility for own professional growth and development by pursuing education, and participating in professional committees and work groups.

Minimum Qualifications:

Education and Licensing

- Graduate of an accredited school of nursing as a Registered Nurse or Licensed Practical Nurse.
- Current Montana RN or LPN license (in good standing) required.
- Current CPR certification.
- Ability and willingness to complete any continuing education required by the Health Department or State during term of employment.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700.a certification within six (6) months of employment.
- Valid Montana drivers' license.

Knowledge and Skills

- Knowledge of current nursing procedures and techniques and use of nursing process;
- Knowledge of the core functions and essential services of public health.
- Knowledge of health promotion and health education theories and practices related to: public health, epidemiology, disease prevention, behavioral change, group process, community organizing and mobilizing, social justice, and adult learning.
- Knowledge of and ability to follow universal precautions.
- Adhere to a high degree of confidentiality and sensitivity towards the families involved; maintain strict confidentiality and compliance with HIPAA privacy and security rules and sensitive information;
- Ability to work with patients with varied and diverse backgrounds in an empathic, non-judgmental, respectful and professional manner.
- Ability to become knowledgeable of CDC and ACIP recommended vaccination schedules.
- Ability to become knowledgeable and adhere to current STD testing and treatment guidelines;
- Ability to assess the immunization status of individuals and administer appropriate immunizations.
- Knowledge of the principles, practices, and procedures of emergency management; program planning and administration principles and processes; the background and objectives of Federal, state, and local emergency management programs; and grant administration processes and requirements.
- Knowledge of emergency management techniques in areas such as evacuation and relocation, shelter management, disaster communications, ICS model for emergency program development, EOC operation, implementation and monitoring techniques.
- Interpersonal communications, group process and facilitation skills.
- Excellent oral and written communication skills.
- Effectively communicate a broad amount of information to a wide variety of audiences.
- Ability to make group presentations.
- Computer use ability in word processing, spreadsheet and database software.

Work Environment:

May need to work a flexible schedule including some evenings and weekends (per program requirements). Able to travel and occasionally stay overnight to attend annual PHEP trainings, annual immunization trainings, professional conferences, and other required program trainings and events. Essential Duties will be performed in health department facilities, as well as community sites including schools and workplaces. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from community locations may subject worker to increased risk of driving hazards. Community locations may subject worker to fumes, airborne particles, insects and other disease vectors, and communicable diseases.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities:

Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, writing, and repetitive motions. Exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Hearing ability sufficient enough to communicate with others effectively in person and over the phone. Visual ability must be sufficient enough to read typewritten documents, computer screen, and drive a car. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, in compliance with the Americans with Disabilities Act and any other applicable Federal and Montana law.

Reasonable Accommodation Definition:

Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of non-disabled employees.

TETON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION REVIEWED

EMPLOYEE NAME: _____

SIGNATURE: _____

DATE: _____