

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:	\$26.00 - 28.00/hr	FLSA Status:	Non-exempt

Position Summary:

The Public Health Nurse performs nursing activities for the Teton County Health Department's Women, Infants, and Children (WIC), maternal and child health, school health, immunization, and communicable disease programs. The position provides relationship-based education, nursing services, referrals, and support to individuals and families experiencing varied and significant sources of stress. Responsibilities include:

- Administer the Women, Infants, and Children (WIC) Program in Teton County as the primary CPA.
- Provide health outreach, education, and resource referrals targeted towards the maternal and child populations in Teton County.
- Develop and engage in educational and outreach activities and programs in partnership with local schools to provide health promotion and consultation to students and staff.
- Investigate communicable diseases, such as sexually transmitted infections and COVID-19. This work includes conducting client interviews, case investigations, contact tracing, surveillance-data collection and reporting, and related communication with key partners and the public.
- Immunization screening, assessing, administering and monitoring for adults and children, in accordance with the Vaccines for Children program and grant protocols.

This position may be full-time or part-time, Monday through Friday. The employee must occasionally work variable hours, including early mornings, evenings, and weekends. The position also supports initiatives and projects established by the Montana Department of Public Health and Human Services; assignments may change as those initiatives and projects evolve.

Essential Duties:

Women, Infants and Children (WIC) Program

- Administer the Supplemental Food Program for Women, Infants, and Children (WIC) as the primary CPA.
- Determine participants initial and continuing financial eligibility for WIC program;
- Inform participants of policies, procedures, and objectives of WIC Program; issues WIC vouchers;
- Plot heights and weights of clients and obtains hgb.;
- Plan and present nutrition education services to participants through individual or group counseling;
- Perform nutrition assessments to determine eligibility, or ineligibility, of client;

- Develop a nutrition intervention care plan to improve the health status of individuals by addressing risks identified in assessment and diagnosed medical conditions;
- Assess immunization status of WIC participants and facilitate appointments.
- Assist with developing, selecting and reviewing nutrition teaching materials;
- Refer individuals with special needs to appropriate services.
- Assists in the design of methods to track the impacts of program services, in developing Nutrition Education Plans and Outreach and Referral.
- Conduct compliance, monitoring, and education activities with WIC-participating food vendors.
- Participate in outreach and promotion of WIC at community events and activities.
- Complete all required activities to maintain Teton County WIC in compliance with state standards.
- Complete all necessary and required training to become and maintain status as a CPA, as outlined by the Montana WIC Program.

Maternal and Child Health Program

- Perform individual and family Public Health Nursing assessments evaluating mental, physical and social health status.
- Refer families to community resources and make service recommendations; follow up on referrals and facilitate connections to resources.
- Consult and collaborate with childcare providers, medical providers, school staff, human services, county staff, and other community partners on public health issues and concerns.
- Provide health education: Educate families on the maintenance of health and prevention of disease.
- Provide support to individuals, families, and groups related to a healthy pregnancy, positive parenting and child growth, and development.
- Teach evidence-based principles of healthy living and apply information from related fields (nutrition, dental hygiene, safety, etc.)
- Complete referrals for weight checks and follow up from providers.
- Investigate and report on fetal, infant, child and maternal deaths in Teton County.
- Complete reporting and duties as outlined in Teton County's Maternal Child Health Block Grant.

School Health Promotion and Coordination

- Provide a variety of services within the health department to develop and engage schools in educational and outreach activities and programs that promote health.
- Collaborate with the communicable disease program, including surveillance, follow-up of communicable diseases, public education, data collection, training and compliance, to act as a liaison between schools and the health department
- Develop and provide guidance and training opportunities related to communicable disease prevention and other health promotion, at the request of the schools.
- Offer health education directly to students as requested and in relation to specific topics identified by the school.

Immunization Administration

- Assist the primary vaccinating Public Health Nurse as needed with the following immunization program duties:
 - 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.
- Participate in off-site mass immunization clinics.

Communicable Disease Response

- Assist primary communicable disease investigator as needed, with the following communicable disease response duties:
 - 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.

Other Duties and Responsibilities:

- This position has been identified as an essential duty position. In the event of a public health emergency, the employee shall report to work if ordered to do so by any other the following officials or positions: (1) Public Health Officer or designee, (2) Public Health Nurse, or (3) a member of the Commissioner's office. The employee will 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.
- 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 required program trainings, meetings and events.

Essential duties are performed in Health Department facilities and at community sites, including schools and workplaces. Community work may involve inclement weather; snow or ice; cold or heat; noise; wet or humid conditions; sudden temperature changes; poor illumination; fumes; airborne particles; insects and other disease vectors; and exposure to communicable diseases. Travel to and from community locations may also increase exposure to driving hazards.

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:

The employee must be able to climb, balance, stoop, kneel, crouch, reach, stand, walk, lift, finger, grasp, feel, write, and perform repetitive motions. The employee must occasionally exert up to 25 pounds of force and may exert negligible force continuously to move objects. Hearing must be sufficient to communicate effectively in person and by telephone. Vision must be sufficient to read typewritten documents and computer screens and to drive a vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in compliance with the Americans with Disabilities Act and other applicable federal and Montana law.

Reasonable Accommodation Definition:

A 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 & ACKNOWLEDGED

EMPLOYEE NAME: _____

SIGNATURE: _____

Date: _____