



AUGUST 27, 2019

JOB OPENING: Hill County Health
POSITION: Family Planning Coordinator - RN
CLOSING DATE: Open Until Filled
REQUIREMENTS: See Attached
DESCRIPTION: See Attached
SALARY: \$19.33

The Hill County Health Department is now accepting applications for one full-time Family Planning Coordinator-RN. Applications can be picked up at the Hill County Commissioner's Office or Human Resource Office or the Havre Job Service. An electronic application is also posted on Hill County-Human Resources webpage. Applications will be accepted until the vacancy is filled.

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability

Hill County Health Department
POSITION DESCRIPTION

POSITION: Registered Nurse – Program Coordinator
Full-time 40 hours per week

DEPARTMENT: Family Planning

ACCOUNTABLE TO: Public Health Director; mainly self-directed

ACCOUNTABLE FOR: Family Planning Program Assistant plus manage staff according to organizational chart

SUMMARY OF WORK:

This position will perform comprehensive administration of the Hill County office of the State Title X Family Planning Program. The Registered Nurse will complete comprehensive medical and family health histories and evaluate for appropriate contraceptive methods per protocol. Duties will include using a variety of medical testing procedures while performing required nursing procedures; including but not limited to urine collection, injections, and phlebotomy. In addition, this position will participate in communicable disease testing, treatment and investigation.

JOB CHARACTERISTICS:

- Stooping and bending;
- Ability to access office files;
- Ability to enter and access information using a computer;
- Carry supplies needed to perform tasks within local communities;
- Potential exposure to communicable diseases, blood and other bodily fluids;
- Must be able to adapt to a variety of issues with possible ethical, moral, cultural or other obstacles;
- Must be able to deal with sensitive information and maintain confidentiality;
- Assist with the maintenance of office and clinic supplies;
- Some traveling with over night stays

PERSONAL CONTACTS:

- One-on-one interactions with clients including discussion of sensitive and personal information
- Daily contact with the public in person and/or by phone, will greet, provide information and direct services
- Assist other personnel as assigned

ESSENTIAL FUNTIONS:

- Be an active member of Hill County Public Health, attend Board of Health, and participate in various community committees and activities that will promote the health of the community.

- Fiscal management including budget development, client and insurance billing, and financial reporting, order supplies as needed, manage supplier accounts and monthly expenses
- Provide quality reproductive and preventative health care
- Client education and counseling
- Admission of patients to the program with appropriate documentation
- Nursing assessment and obtaining laboratory tests to include height, weight, blood pressure, urine and blood specimens for STI/HIV tests
- Pregnancy testing and unbiased options counseling
- Provide contraceptive method education and counseling and STI/HIV counseling, testing and treatment
- Complete appropriate exam forms and document prescriptions
- In consultation with the Nurse Practitioner and/or Physicians, evaluate problems of contraception and develop a plan of care and follow-up in a clean concise manner utilizing clinic protocol
- Maintain normal routine of department functioning: i.e. answering phones, scheduling appointments, collecting money, and using computer data system
- Make and follow-up on referrals to community health and social services, provide liaison with these services as needed
- Promote smooth functioning of the clinic and good relationships with the medical and non-medical community and co-workers, work independently and as a team
- Conduct outreach activities as indicated by the Women's and Men's Health Section (WMHS)
- When requested, assist in Public School, University and community education about family planning and STI's
- Other tasks as assigned
- Possess and utilize critical thinking skills
- Perform CPR
- Investigates reports of communicable disease and provide appropriate action per current recommendations
- Participates in training programs that will provide current education that will be required and will include emergency planning issues and concepts
- Respond to public health emergencies as required by the department
- Acts as an advocate for clients with other community services and organizations
- Maintains records, operates a computer and fax machine, and able to prepare reports
- Flexible schedules which may include Saturday and/or evening clinics

QUALIFICATIONS:

1. A graduate RN from an accredited school of nursing
2. Evidence of current Montana State License
3. At least one (1) year of work experience, preferably gynecology and/or obstetrics related; knowledge of public health helpful
4. Valid Montana State driver's license
5. Current CPR certification

Position dependent on funding.