



HILL COUNTY HEALTH DEPARTMENT

302 4th Avenue Havre, MT 59501 • 406-265-5481 x266 • www.hillcountyhealth.com

DK 3 MP

Public Health

Prevent. Promote. Protect.

July 14, 2021

Hill County Commissioners
315 4th St.
Havre, Montana 59501

Dear Commissioners:

*KDO
- 7/20/21*

The Hill County Health Department has 1 full-time Public Health Congregate Living Prevention Coordinator position open for hire. This is a 40 hour work week and pays at Step 1, Grade 15, plus all applicable Hill County benefits such as health insurance, vacation, and sick leave. Position is dependent upon grant funding.

A brief description of job duties include but not limited to: This position is responsible for providing a variety of professional and administrative services within the local health department to promote and maintain individual, group, and community health, primarily related to senior services and long-term care. Collaborates with the communicable disease program, including surveillance, follow-up of communicable diseases, public educations, data collection, training, and compliance. Coordinates participation in community health activities and provides presentations on health topics. Work requires visits to long-term care facilities, and may involve contentious situations. Contact with individuals in healthcare situations may involve exposure to illness and disease.

Kimberly Berg, BS, CPH
Director/Health Officer
Hill County Health Department

HILL COUNTY
POSITION DESCRIPTION
Public Health Congregate Living Prevention Coordinator

July 2021

POSITION: Public Health Congregate Living Prevention Coordinator
Full-time 40 Hours/week

DEPARTMENT: Health Department

ACCOUNTABLE TO: Public Health Director

ACCOUNTABLE FOR: None

SUMMARY OF WORK: This position is responsible for providing a variety of professional and administrative services within the local health department to promote and maintain individual, group, and community health, primarily related to senior services and long-term care. Collaborates with the communicable disease program, including surveillance, follow-up of communicable diseases, public educations, data collection, training, and compliance. Coordinates participation in community health activities and provides presentations on health topics. Work requires visits to long-term care facilities, and may involve contentious situations. Contact with individuals in healthcare situations may involve exposure to illness and disease.

QUALIFICATIONS

This work requires knowledge of the principles and practices of public health prevention services and long-term care including: communicable disease and surveillance; infection control; follow-up of communicable diseases; public education; data collection; training; compliance; in-person assessments; community resources, record keeping and basic computer skills. This position must have the ability to effectively communicate with the elderly population and general public, both in person, by phone, and through email or writing; comprehend written material related to essential job functions; accurately document facts related to essential job functions; operate a computer well enough to perform essential job functions; comprehend, recall, and apply facts related to essential job functions; ability to analyze, evaluate, and implement a reasonable course of action based on available information and the ability to maintain relationships and establish rapport with volunteers, providers, and consumers.

EDUCATION & EXPERIENCE

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to Bachelor's degree in Social Work, Social Services or any health related field is required, plus two to four (2 to 4) years of related work experience. Commensurate experience and education may substitute for the degree requirement; experience in aging, long-term care, and volunteer management preferred. Experience working with adults with developmental disabilities or geriatric population preferred. Experience with accessing local resources, navigating health, behavioral health, and/or substance abuse treatment systems, and excellent communication, documentation, time management, and organizational skills strongly preferred.

Licenses and Certifications: Applicants for this position must possess a valid driver's license and be insurable under the County's liability policy.