



Public Health
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November 16, 2021

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

Dear Commissioners:

The Hill County Health Department has 1 full-time Family Planning Coordinator Registered Nurse (RN) 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.

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A brief description of job duties include but not limited to: 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.

All completed applications must be returned to The Hill County Human Resource Office. Position is open until filled.

Kimberly Berg
Director/Health Officer
Hill County Health Department

Hill County Health Department
POSITION DESCRIPTION

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

DEPARTMENT: Health Department

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. This entails grant writing, state and county budget preparation and fiscal responsibility. 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

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 grant writing, 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 State Family Planning Program (FPP)
- 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.