



# HILL COUNTY HEALTH DEPARTMENT


302 4th Avenue Havre, MT 59501 • 406-400-2415 • www.hillcountyhealth.com

**Public Health**  
Prevent. Promote. Protect.

February 24, 2022

Hill County Commissioners  
315 4<sup>th</sup> St.  
Havre, Montana 59501

Dear Commissioners:

The Hill County Health Department has 1 part-time Immunization – Public Health Nurse position open for hire. This is a 16-20-hour work week and pays at **\$20.82 per hour**, Step 1, Grade 15 plus all applicable Hill County benefits such as health insurance, vacation, and sick leave. 

A brief description of job duties includes but not limited to: Enforces and maintains strict compliance with all ACIP immunization requirements. Administers various vaccinations to clients as indicated. Coordinate responsibility for immunization outreach and clinics as directed. Administer immunizations at community-based clinics and corporations.

Position is open until filled.

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

## Hill County Health Department



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<b>Position Title:</b>	Public Health Nurse	<b>Tier #:</b>	1
<b>Working Title:</b>	Immunization Nurse		
<b>Agency Unit:</b>	Hill County Health Department	<b>Reports to:</b>	Health Officer/Department Director
<b>Employment Status:</b>	Part-time 16-20 hours per week	<b>Pay Grade:</b>	Grade 15 Step 1 <b>FLSA Status:</b> non-exempt

**Position Summary:**

The Public Health Nurse provides public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for individuals, families and communities. Public Health Nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the issues involved. Position is dependent on grant funding.

**Essential Duties:**

This position has been identified as an essential duty position. In the event of an emergency, you shall report to work if ordered to do so by either of the following officials or positions: (1) Health Officer/Department Director or designee, (2) Lead Public Health Nurse, or (3) a member of Commissioners office. Coordinates with the public health program assistant the daily operation of immunization clinics. Enforces and maintains strict compliance with all ACIP immunization requirements. Administers various vaccinations to clients as indicated. Coordinate responsibility for immunization outreach and clinics as directed. Administer immunizations at community-based clinics and corporations. Complete documentation related to immunizations and client records. Performs other duties as required.

**Other Duties & Responsibilities**

Perform CPR as necessary, perform phlebotomy at wellness clinics, available for after hours for special clinics (wellness fair, flu clinics), be a good listener, maintain accurate records, operate a computer, and prepare reports as needed.

**Minimum Qualifications:**

- Current Montana RN or LPN license (in good standing) required.

- Current CPR required.
- Valid Montana driver's license
- Public Health experience preferred

**Work Environment:**

Able to travel out of town for trainings and for off site clinics. Enter and exit a variety of buildings, lift a heavy child and support adult weight, and assist non-ambulatory persons with or without reasonable accommodation. This position has been identified with possible risk of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and exposure to Communicable Diseases is possible.

**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 and writing and repetitive motions.

- Exert up to 30 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.

**Approvals**

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Name	Title	Date
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