



HILL COUNTY
JOB POSTING/ DESCRIPTION
February 22, 2024

Job Title: Public Health Nurse

Department: Health Department

Type: (1) Full-time

Accountable To: Director/Health Officer

Wage: \$25.80/hr

Position is dependent on grant funding

Job Overview: This position will perform Public Health Nursing duties outlined through different funding sources/opportunities as they are available. One major component of this position is to provide comprehensive administration of the Hill County 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 be the primary Immunization Nurse for Hill County Health Department and 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. Participate in communicable disease testing, treatment and investigation, as well as other public health nursing duties as they are assigned.

Essential Functions (Major Duties or Responsibilities):

- 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.
- Provide quality reproductive and preventative health care
- Client education and counseling
- Admission of patients to the program with appropriate documentation
- Administration of age-appropriate vaccinations
- 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
- When requested, assist in Public School, University and community education
- Perform CPR as necessary
- Investigates reports of communicable disease and provide appropriate action per current recommendations

- 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

Minimum Qualifications (Education and Experience): The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

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

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.



Immediate Supervisor

Health Officer/Director

Title

2/22/2024

Date

Commissioner's Review:

Mark Peterson

Title

Date

Jacob Strissel

Title

Date

Sheri Williams

Title

Date

Human Resources Review

Step: 11

Grade: 15

Rate of Pay: \$25.80 per hour

BS

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

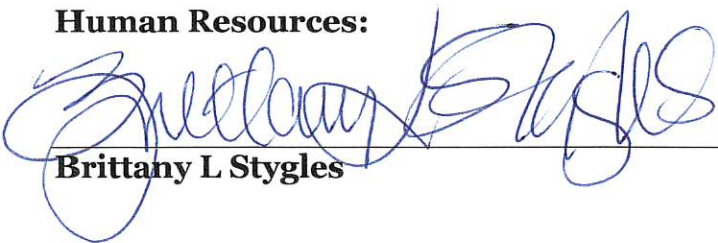
FLSA Exempt

FLSA Non-Exempt

Appointed

Elected

Human Resources:



Brittany L Stygles

Human Resources

Title

2.22.24

Date

**Hill County Health Department
POSITION DESCRIPTION**

POSITION: Public Health Nurse - RN
Full-time 40 hours per week

DEPARTMENT: Health Department

ACCOUNTABLE TO: Director/Health Officer

ACCOUNTABLE FOR: None

SUMMARY OF WORK:

This position will perform Public Health Nursing duties outlined through different funding sources/opportunities as they are available. One major component of this position is to provide comprehensive administration of the Hill County 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 be the primary Immunization Nurse for Hill County Health Department and 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. participate in communicable disease testing, treatment and investigation, as well as other public health nursing duties as they are assigned.

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.
- Provide quality reproductive and preventative health care
- Client education and counseling
- Admission of patients to the program with appropriate documentation
- Administration of age-appropriate vaccinations
- 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
- When requested, assist in Public School, University and community education
- Perform CPR as necessary
- Investigates reports of communicable disease and provide appropriate action per current recommendations
- 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.