

ROSEBUD COUNTY

Job Description

CLASS TITLE: Public Health Nurse

DEPARTMENT: Public Health Department

ACCOUNTABLE TO: Public Health Director

PRIMARY OBJECTIVE OF POSITION: Under general supervision performs a wide variety of public health related tasks. Responsibility includes: monitoring the health status to identify community health problems, investigate health problems and health hazards in the county, health promotion and prevention, health maintenance, education, coordination, and continuity of care directed to individuals, families or groups whether at home, at work, at school, or in the community. Work varies requiring individual judgment.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements are limited and may include prolonged sitting, walking, and lifting up to 20#'s (greater with assistance);
- Must follow all safety policy and procedures set forth by Rosebud County to prevent injury in the workplace;
- Must follow all Rosebud County policies and procedures set forth in the policy manual.
- Traveling is required where exposure to inclement weather of heat, cold, rain, and snow may occur; Must be able to get in and out of a vehicle;
- Must possess a current License as a RN/LPN with the Montana State Board of Nursing and complete any continuing education requirements throughout employment.
- Must possess a valid Montana Driver's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- In general, has the responsibility of assessing the health needs including the identification of at-risk individuals and groups;
- Gathers information regarding health and illness in population, investigates disease outbreaks, treatments, and conducts appropriate educational and preventive measures for control;
- May make home visits, appropriate referrals to other agencies, and conduct adult screening sessions and immunization clinics;
- Advises agencies in the area related to immunization practices, communicable disease, and health education;
- May conduct annual clinics in the county;
- Possesses up to date knowledge of state and federal rules and regulations as related to public health;
- Implements and maintains complete records and reports;
- Works regularly with information which is confidential and must comply with HIPPA Privacy Rules at all times;
- On call, if needed, for public health emergencies and communicable disease reporting.

CLASS TITLE: *Public Health Nurse (continued)*

- Requires substantial contact with the public, agencies, and other health care employees, and requires the ability to perform duties that will directly affect communication and rapport that is established;
- Hazards and discomforts are generally controllable, however exposure to communicable diseases exists;
- Works as a team with the other nurses/staff for continuity of care to patients.
- Collaborates with healthcare providers and organizations as needed in providing Public Health Services to Rosebud County.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Must be a graduate of an accredited school of nursing as a RN/LPN with one (1) year of work experience in the public health field desirable;
- RN or LPN certification will be considered for this position.
- Must possess a current License as an RN/LPN with the Montana State Board of Nursing.
- Must complete any continuing education as required by the State during term of employment.
- Must possess a valid Montana Driver's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Continually works to deliver services that the Public Health program requires;
- Establish new programs as needed;
- Conducts epidemiological investigations and provides the appropriate educational and preventive measures for control;
- Makes home visits and provides care and counseling as needed;
- Orders vaccine and clinical supplies as needed;
- Prepares and administers vaccines for infants, children, and adults;
- May prepare educational information for school aged children and others regarding health concerns as needed;
- Assists in meeting grant deliverables as required;
- Performs other duties that may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 5/11/2022