

## **ROSEBUD COUNTY PUBLIC HEALTH- Job Description**

**CLASS TITLE:** PUBLIC HEALTH NURSE  
**DEPARTMENT:** Rosebud County Public Health Department  
**ACCOUNTABLE TO:** Rosebud County Public Health Director

**PRIMARY OBJECTIVE OF POSITION:** Under the supervision of the Public Health Director, performs a wide variety of public health related tasks. 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 within scope of practice/education.

### **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 or contamination in the workplace;
- Must follow all policies/procedures in the Rosebud County policy manual and the policies/procedures of the Public Health Department;
- Traveling is required where employees may be exposed to inclement weather (heat/cold/ rain/ snow/ice) may occur; Must be able to get in and out of a vehicle and willing to drive a vehicle. Travel will include but not limited to: the two Public Health locations, Vaccine Delivery, Home Visits, Conferences, Trainings, Programs/Education (schools, health fairs, screenings, testing, clinics, other);
- Performs assigned duties and delegated tasks in the Public Health office in a professional accurate and timely manner;
- Works regularly with information which is confidential and must comply with HIPAA Privacy Policies at all times during and after working hours;
- Maintains the Chain of Command;

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Monitoring the health status to identify community health problems;
- Investigate health problems and health hazards in the county;
- Inform, educate and empower people about health issues;
- Mobilize community partnerships to identify and solve health problems in the county;
- Follow laws and regulations that protect health and ensure safety;
- Link people to needed health services, assure the provisions of health care;
- Research new insights and innovative solutions to health problems, develop new programs as needed;
- Assess the health needs including the identification of at-risk individuals and groups;
- Performs all duties within nursing scope of practice;
- Gathers information regarding health and illness in population, investigates disease outbreaks, treatments, and conducts appropriate educational and preventive measures for control;
- Educate/advises others on immunization practices, communicable disease, health education;
- Implements/maintains complete professional records, reports and important work-related information;
- On call/overtime hours may be needed, for public health emergencies and communicable disease reporting or as assigned by the Public Health Director or the Rosebud County Commissioners;
- Remains up to date on Public Health compliance issues, regulations, and all other relevant information;

- Maintains County, State and Federal paperwork as required;
- Maintains patient records in an accurate, and professional manner, updating as necessary;
- Works with other entities to keep office information updated and correct;
- Performs data entry into programs related to job duties;
- Exhibits excellent professional oral/written communication skills with the public and co-workers;
- Requires substantial contact with the public, agencies, and other health care employees, requires the ability to perform duties that will directly affect communication and rapport that is established;
- Hazards and discomforts are generally controllable, exposure to communicable diseases exists;
- Maintains a professional working relationship with other staff members at all times, team work is essential;
- Collaboration efforts with healthcare providers, staff, other organizations/individuals, providing Public Health Services to all of Rosebud County;

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** The supervision of other employees or assigning job duties/tasks to another employee is the Director's responsibility.

**ESSENTIAL EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Must be a graduate of an accredited school of nursing as a Registered Nurse/LPN with one (1) year of work experience in the public health field desirable.
- Must possess a current License as an RN/LPN with the Montana State Board of Nursing.
- Must complete all State continuing education requirements as mandated.
- Must possess a valid Montana Driver's License.

**ADDITIONAL EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Delivers the services and programs of the Public Health Department to all of Rosebud County.  
 Programs include but not limited to: communicable disease investigations, home visits, foot clinics, vaccination clinics, education, immunizations (infants, children, adults), managing vaccines, ordering supplies, family planning, state reporting, FICMMR cases, rabies investigations, outbreaks, pandemics, lice checks, nurse consults, wound care, blood pressure checks, grant deliverables, testing, paperwork, trainings, webinars, etc.

**TEAM EFFORT-RESPONSIBILITIES:**

- Attend all required meetings, teleconferences, webinars, regional meetings, and yearly workshops;
- Scheduling Appointments/ Faxing/ Answering Phone Emails /Chart & Paperwork Accuracy/ Office Filing/ Shredding/ Making Copies/ Office Organization & Tidiness/ Opening and Closing the Office Public Health Related Errands/ Bulk Mailings/ Data Entry/ Customer Service
- **Performs other job duties that may be assigned by the Public Health Director.**

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