

## **JOB DUTY BREAK DOWN- 6-20-2024**

### **PART TIME- PUBLIC HEALTH NURSE:**

#### **For Rosebud County Public Health**

Duties unless otherwise stated or designated by the PH Director/ Refer to Job Description if needed.

Gray areas- responsibilities after training

- VACCINE INVENTORY- 1 X PER MONTH –*SHARED DUTY*
- VACCINE ASSISTANT MANAGER – SHARED DUTY
- OVERSEEING MAINTAINING, ORGANIZING, CARING FOR THE INTEGRITY OF ALL VACCINES-*SHARED DUTY*
- APPROPRIATE DISPOSAL OF OUTDATED/UNUSABLE VACCINE -*SHARED DUTY*
- MAINTAIN ALL POLICIES/PROCEDURES/LAWS/RULES ETC. OF PUBLIC HEALTH
- LICE CHECKS – *SHARED DUTY*
- ADMINISTERING A VARIETY OF VACCINATIONS TO CHILDREN AND ADULTS-*SHARED DUTY*
- GENERAL KNOWLEDGE OF THE VFC/VFA PROGRAM/PRIVATE INSURANCE
- FICMMR INVESTIGATIONS- *SHARED DUTY*
- MIDAS/COMMUNICABLE DISEASE, INVESTIGATIONS, FOLLOW UP, PAPERWORK/REPORTING- ETC.-*SHARED DUTY*
- NEW PARENT VISITS -*SHARED DUTY*
- HOME VISITS – ASSIST IF NECESSARY
- WEEKLY NEWSLETTER TO PROVIDERS
- OVERSEE THE FOOT CLINICS- Third Tuesday of each month
- GRANT ASSISTANCE
- Off SITE- FLU AND COVID – *SHARED DUTY*
- DAY CARE IZ REVIEW 1 X Year- Entire County – *SHARED DUTY*
- SCHOOL IZ REVIEWS 1 X Year- Entire County- *SHARED DUTY*
- CHARTING NURSE NOTES/DOCUMENTATION/EDUCATION
- FILING/ORGANIZING
- ANIMAL BITE INVESTIGATION/REPORTING – *SHARED DUTY*
- IMTRAX
- CURE MD- DATA ENTRY, REPORTS, TRAININGS, EDUCATION AS REQUIRED
- TRAVEL IS REQUIRED AS NEEDED
- OUTBREAK INVESTIGATIONS- *SHARED DUTY*
- COMPUTER DATA ENTRY
- VACCINE ORDERS – *SHARED DUTY*
- SANITIZING LAB AND ORGANIZING LAB- *SHARED DUTY*
- FOOT CLINIC- FORSYTH
- WEBINARS/TRAININGS AS REQUIRED
- TITLE X – Toni & Jenny will assist
- ORGANIZATION OF PROGRAMS/EDUCATION- DIRECTOR ASSIST- STAFF AS NEEDED
- DATA LOGGER- DAILY CHECKS/MONTHLY REPORTS- *SHARED DUTY*
- CROSS TRAINING WITH PUBLIC HEALTH NURSES AS NEEDED
- COLSTRIP OFFICE -ASSIST AS NEEDED OR WHEN NURSE IS UNAVAILABLE  
THE OFFICES IN COLSTRIP/FORSYTH ARE ORGANIZED AND STRUCTURED THE SAME FOR CONTINUITY FOR ALL STAFF- USING IDENTICAL PAPERWORK, PROCEDURES ETC. ANY CHANGES, REVIEW WITH DIRECTOR
- PHONES-  
The front desk will receive the calls first for scheduling purposes.  
For scheduling request ...NAME, DOB, INSURANCE, PHONE #, APPOINTMENT TIME/DATE

## PART TIME NURSE INFORMATION- 6-20-2024:

### TITLE X INFORMATION- FORSYTH & COLSTRIP

- o Birth Control Prescribing
- o Keep Accurate Up to Date Patient Records
- o Filing
- o Data Entry
- o Ordering Supplies
- o Sending off Lab Work Etc.
- o Clinic Organization
- o Patient Care
- o Trainings/Webinars Etc. as required
- o Remain Updated on All Title X Policies/Procedures Etc.

### PUBLIC HEALTH PROGRAMS - 6-20-2024

All programming runs through the Director for funding purposes.

A Team Effort from the entire staff will be required as needed.

Our Jurisdiction Includes: Forsyth, Colstrip, Rosebud, Birney, Ashland

#### Current Programs:

Senior Foot Clinic –	Monthly- Forsyth
Title X –	Quarterly clinics, scheduled appointments as needed- Forsyth & Colstrip
School Epi Pen Program -	Yearly
School Education-	Yearly
Suicide Prevention-	Yearly -SOS Program
Bullying Prevention –	Monthly
Immunization Drawings -	Quarterly – Forsyth & Colstrip
Child Abuse Prevention-	Yearly
Internet Safety Presentation	Yearly- Rosebud School
Vaccine Promotion-	Every Visit
Educational Materials -	As Needed- schools/providers/special needs populations
Provider Newsletter-	Weekly, DPHHS provides the information -copy and paste
Blood Borne Pathogen-	As Needed – sharp containers are given out to the public.
Baby Bags-	As Needed- given to new parents in our county
Safety Carnival-	Yearly – school education/games/prizes
Christmas Joy-	Yearly- gift donation to children in need- Shelley F & Sue Mestad assist

#### Campaign Ideas:

Anti-Drug Campaign	Drinking/Driving Prevention
Seat Belt Usage	Texting & Driving
Safe Sleep	Tobacco/Vaping Prevention
Positive Tickets	Bike Safety
Puberty Education	Healthy Relationships
Oral Health	Water Safety
Farm Safety	Rabies Prevention
Mental Health Promotion	Stranger Danger
Cyber Bullying	Other

#### ALL JOB POSITIONS

- Team work is essential
- Performs job duties that may be assigned by the Public Health Director.