

## Beaverhead County Public Health Department Job Description

**Job Title:** Public Health Nurse  
**Department:** Public Health  
**Reports To:** Public Health Director  
**FLSA Status:** Nonexempt  
**Pay Band:** Grade 14  
**FTE:** 1 FTE (40 hr/wk)  
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**Updated:** August 31, 2021

### SUMMARY

Instructs individuals and families in health education and disease prevention in a public health agency by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Determines patient needs, develops plan to meet needs, provides nursing services, and reports per State and departmental protocol.
2. Instructs/counsel patient, family, and community in the maintenance of health and prevention of disease.
3. Administers medication/vaccine/contraception per state and departmental protocol/standing orders.
4. Documents and maintains patient charts.
5. Assists community members and other health care facilities to assess, plan for, and provide needed health and related services.
6. Provides mandated follow-up to abnormal lab/physical findings per State protocol.
7. Provides option counseling for contraception and pregnancy, including the administration of emergency contraception.
8. Responsible for staying current with changing public health information with a focus on immunizations, WIC, communicable disease, and family planning issues.
9. Assist with marketing and public relations functions.
10. Assist with local policy and standing order development.
11. Responsible for ordering and maintaining supplies for the Family Planning clinic.
12. Responsible for ordering and maintaining immunization vaccine and supplies.
13. Responsible for ImMTrax, MIDIS, Ahlers, and CDD data input.
14. Responsible for WIC CPA (Competent Professional Authority) duties and ordering/maintaining WIC supplies.
15. Obtain training on public health emergency planning and participate in exercises per Director's request.
16. Responsible for IAP (Immunization Action Plan) grant activities.
17. Participate in quality improvement activities.
18. Responsible for advising/leading the Breastfeeding Peer Counselor.
19. Responsible to receive Certified Lactation Consultant certification. (CLC)
17. Responsible for back-up communicable disease investigation/follow up.
18. Responsible for STI investigation, testing and treatment.

## **SUPERVISORY RESPONSIBILITIES**

In the event when the Director is absent, the public health nurse will manage any necessary public health concerns, problems, or events within the organization's policies and applicable laws.

## **CORE COMPETENCIES**

**Professionalism:** Professionalism is how you conduct yourself during your business affairs. True professionals possess a number of important characteristics:

- Dress for Success
- Confident, Not Cocky
- Do What You Say You Will Do
- Be an Expert in Your Field
- Behave Morally and Ethically
- Maintain Your Poise
- Have Good Phone Etiquette
- Strike the Right Tone
- Be Structured and Organized
- Own Up to Mistakes

**Quality:** Supports improvement and innovation in the workplace. Demonstrates awareness of and supports departmental and operating unit goals. Accuracy. Uses feedback to improve performance.

**Job Knowledge: Skills.** Ability to learn. Keeps abreast of current developments. Understands how job relates to others. Uses resources efficiently.

**Problem Solving: Teamwork.** Takes initiative to identify and solve problems. Identifies problems in a timely manner. Analyzes and develops alternative solutions. Resolves problems early and works well in groups.

**Communication:** Establishes and maintains open communications to enhance team effort. Presents a personal and positive model of Beaverhead County Health to patients, physicians, visitors, fellow employees, vendors and the general public. Verbal and writing ability. Good listening. Keep others informed.

**Initiative:** Makes continuous effort to identify opportunities to meet/exceed customer needs and expectations. Seeks increased responsibilities. Volunteers readily. Takes individual actions and calculated risks. Asks for help when needed.

**Adaptability:** Demonstrates flexibility in response to unexpected changes in work volume, emergencies, staffing and scheduling. Accepts criticism and feedback. Manages competing demands. Changes approach or method to best-fit situation.

**Judgement:** Makes decisions in timely manner. Exhibits sound, accurate judgement. Supports and explains reasons for decisions.

**Cost Consciousness:** Promotes cost effectiveness through the proper use and conservation of supplies and equipment. Identifies cost saving measures. Contributes to profit/revenue.

**Cooperation:** Establishes effective relationships. Looks for opportunities to assist co-workers. Works collaboratively with all county departments. Exhibits positive outlook and pleasant manner. Resolves conflicts.

**Dependability:** Fulfills work schedule and commitments. Follows instructions. Takes responsibility for own actions. Commits to doing best job possible. Keeps attendance and punctuality guidelines.

**Safety:** Works in safe manner. Maintains a safe and clean work environment. Reports needed repairs of potential hazards to the appropriate department as soon as identified. Reports all on-the-job injuries and seeks medical attention as appropriate.

**Confidentiality:** Holds in trust the confidences of another. Exhibits behaviors, which protect the privacy of public health/family planning patients and staff, and physicians.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Graduation from an accredited School of Nursing with a minimum of two years experience in nursing preferred. A baccalaureate degree and public health experience is preferred. Current certification with the American Heart Association's HeartCode CPR course.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts and percentages. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER SKILLS AND ABILITIES**

- Confidentiality
- Flexibility
- Fairness and impartiality
- Eagerness and initiative to learn new skills
- Organizational skills
- Efficiency in worked hours

Applicant must be competent with intermediate computer skills as this position is required to be proficient in using the Montana Infectious Disease Information System (MIDIS), State Immunization Registry System (imMTrax), and the WIC and Family Planning electronic charting systems.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Current nursing license as a registered nurse in the State of Montana.
- Current Montana Driver's License and mode of transportation.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.