

CARBON COUNTY
FULL TIME POSITION

POSITION: Public Health Coordinator Full-Time

QUALIFICATIONS:

Education: Possession of a current license to practice as a Nurse in the State of Montana and possession of a valid Montana driver's license.

The job requires an Associate's Degree in Nursing and two (2) years nursing experience.

Preferred: A Bachelor's Degree in Nursing and certification in Community Health Nursing or a Master's Degree in Public Health or related field.

JOB DESCRIPTION: The Public Health Coordinator coordinates a public health program and staff to ensure program compliance with applicable public health statutes, laws, and other associated regulations. Duties include planning, organizing, managing, and directing program operations which include professional, fiscal, and personnel management functions and performing in-depth analyses of complex problems affecting program efficiency. This includes administering public health programs, maintaining patient and program activity records, preparing required reports and obtaining adequate public health funding. Duties also include establishing program goals and objectives and evaluating performance; may supervise a staff of professional, technical, and clerical personnel; and performs related duties as required.

APPLICATIONS: Application and full job description is available at the Carbon County Clerk and Records Office at 17 W. 11th St., Red Lodge, Montana 59068, by calling 406-446-1595, or on the Carbon County Website at <http://co.carbon.mt.us/employment/>. Carbon County is an equal opportunity employer. The successful candidate will need to pass a background check and preemployment drug screening. Wage is DOE. Applications due July 29th at 5:00 pm.

Bill Bullock, Presiding Officer
Board of Carbon County Commissioners

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