

Carbon County Public Health Department
P.O. Box 2289, Red Lodge MT, 59068
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Position: Registered Nurse

Accountable To: Carbon County Public Health Director and the Rural School Health Program Coordinator

Summary of Work: Rural School Nursing Program - Registered Nurse (RN, BSN)

School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.

ESSENTIAL SKILLS AND RESPONSIBILITIES:

- Assumes responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students in Carbon County's rural school districts.
- Provides for the promotion and maintenance of health as well as the prevention of illness and injuries. This facilitates the removal of health-related barriers to learning and promoting an optimal level of wellness for students and staff.
- Promotes and provides continuous health education to students, staff, and families within Carbon County. Prepares presentations, and health workshops as directed by CCPH Director and/or the Rural School Health Program Coordinator.
- Incorporates evidence-based research practice into the school nursing program
- Responsible for direct and indirect care given to students in compliance with school district policies, professional standards of practice, physician's orders, and the CCPH Director in regards to all cares given including but not limited to medication administration, and monitoring delegated medication administration per CCPH protocols.
- Performs health screening programs: vision, hearing, BMI, mental health screening, physical assessments, provides first aid care.
- Provide ongoing health counseling to school staff, students, families, and the general public.
- Actively participates in school safety plans that address school violence, bullying, and emergencies that may occur at school.
- Promotes and assists in the control of communicable diseases, monitoring immunization status of students and staff. Inputs health data into appropriate databases and maintains imMTrax immunization databases. Provides health education and anticipatory guidance.
- Assists in providing services for pre-K thru 12th grade schools; may be consulted for questions by Daycare Centers, Head Start programs, and Preschools.
- Functions in accordance with the Montana Nurse Practice Act, Code of Ethics for Registered Nurses, and the school district's policies and procedures.

- Provides on-going emotional support and acts as an advocate for students with other community support services and organizations.
- Provides case management and health education services to students and their families in their schools. Initiates referrals to parents, school personnel, or community health resources for intervention, remediation and follow through. Assists families with locating outside care and obtaining health insurance as needed. Will require summer school nursing assignments as directed by the CCPH Director or the School Health Program Coordinator.
- Participates in home visits when indicated to assess the family needs as related to the child's health as directed by CCPH Director or the School Health Program Coordinator.
- Keeps immediate supervisor and CCPH Director accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems. Responds to questions and comments in a courteous and timely manner.
- Assists in data collection for related grants and as directed by CCPH Director and/or School Health Coordinator.
- Observes and provides feedback to the School Health Coordinator to ensure appropriate use of universal precautions and proper safety procedures, as well as proper implementation of the required screening programs.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Serves as a resource on health issues and provides education on health-related topics for school students, staff and families.
- Assistance in planning and implementing school health management protocols and procedures, especially for emergency situations as directed and in conjunction with the Schools, CCPH Director and School Health Program Coordinator.
- Develops and coordinates quality improvement activities for the school health service
- Other duties as assigned.

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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Occasional personal and close contact with children is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals is required.

EDUCATION AND EXPERIENCE:

1. Bachelor’s Degree in Nursing; and
2. Considerable experience in patient care, preferably including work in a public health setting; or
3. Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Qualified to practice as a registered Nurse in the state of Montana and holds an unrestricted license.
2. Valid State of Montana Driver’s License in good standing.
3. Current BLS certification (CPR)
4. Preferred ACLS certification

CUSTOMER SERVICE EXCELLENCE:

1. Provides Customer Service Excellence to Carbon County Health’s customers, including patients, clients, family members, visitors, medical staff, and co-workers.
2. Doing things right the first time; Making people feel welcome; Showing respect for each customer; Anticipating customer needs and concerns; Keeping customers informed; Helping and going the extra mile; Responding quickly; Protecting privacy and confidentiality; Demonstrating proper telephone etiquette; Taking responsibility for handling complaints; Being professional; Taking ownership of your attitude toward Service Excellence.

Evaluation: Job Performance will be evaluated at minimum annually, in accordance with Carbon County Public Health’s evaluation policy.

SUPERVISORY RESPONSIBILITIES: None

Your signature below identifies you have read, understand and agree to perform the essential job skills, duties, responsibilities and physical demands of this position in a manner as described in this document.

Employee’s Signature

Supervisor’s Signature

Date

Date