

**CARBON COUNTY MONTANA
JOB DESCRIPTION FORM**

Job Title: Public Health Nurse

Position#:

Department: Public Health

Reports To: Public Health Coordinator

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 40.00 Nonexempt Exempt

Reason for opening: Vacancy

Prepared By: Human Resources

Date: 11/1/22

I. **PURPOSE OF THE JOB** (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)

The Public Health Nurse performs a variety of nursing services in preventative health and clinic programs through, assessments, diagnosis, teaching, counseling, and prevention services to individuals, families, and groups to promote health and wellness to clients. This includes administering public health programs, maintaining patient and program activity records, and preparing required reports.

II. **ESSENTIAL FUNCTIONS** (What activities are required for the position to exist? Estimate the percentage of time spent in each.)

Identify health needs in the community to create and facilitate programs to promote health and welfare. Assess community health strengths, needs, and expectations to adopt a plan to utilize available medical resources to serve families and individuals through health promotion and to serve those who are at risk of illness, injury, disability, or death.

Provide medical services to individuals to prevent illness, disability, or premature death. Perform physical assessments, obtaining blood pressure, temperature, measurements, etc. Retrieve information on health histories, diet histories, and family health histories. Read and interpret lab reports, administer tests, and perform a variety of related procedures.

Promote health department goals by advising on health matters and medication options; carrying out immunization programs; assessing environmental hazards; and working to prevent the spread of disease.

Investigate and monitor reports of communicable diseases such as the flu, COVID, measles, hepatitis, sexually transmitted diseases, and tuberculosis. Coordinate efforts with physicians, school personnel, and others regarding the treatment and prevention of diseases.

Provide health education, health promotion, health assessment, and disease prevention activities in the community to increase community awareness of the value of public health in the County. This includes representing the Department at various community activities.

Implement strategies to assist in sustainability of the public health department by identifying opportunities to expand billable services.

Monitor and track demographic data on participants, conducting site inspections, compiling reports, and administering necessary budgets.

Ensure that clinical documentation regarding clients is secure, confidential, and maintained in compliance with Health Department policy and state and federal regulations.

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)

Answer patient calls, inquiries, and complaints within area of expertise from the public, community groups, private and public agencies, and others to promote program objectives and provide transparency in operations.

At the direction of the Public Health Director, work with Commissioners, Disaster Emergency Coordinator (DES) Coordinator, Public Health Officer, Sanitarian, Fire Warden, the Sheriff and other county staff to respond to a disaster or emergency situations and ensures that applicable health and safety procedures are followed including the Montana Safety Culture Act.

Administer various departmental programs for training purposes with the oversight of the Public Health Director.

Perform the duties outlined in the Department's Disaster Manual in the event of a disaster or public health emergency.

Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in on-going training, etc.

IV. KNOWLEDGE AND SKILLS (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)

Required:

Knowledge of physical, biological and behavioral sciences; the principles and practice of Public Health services; assessment, diagnosis, planning, intervention and evaluation practices; and

medical and patient care practices. Requires knowledge of nutritional principles and practices; educational and learning theories; health psychology theories; community assessments; and program implementation and evaluation.

The job requires excellent verbal and written communication skills; analytical skills necessary to prepare care plans, coordinate and implement effective nursing care; and to develop solutions to problems concerning a patient's mental or physical well-being. Requires skills in public relations, organizing and prioritizing work; and in developing approaches to sensitive issues that have significant impacts on patients, stakeholders, and Health Department programs.

The job requires the ability to exercise independent professional judgment, to evaluate services, to project a positive image of the Public Health Department, and to work effectively in treating patients that range from infants to the elderly.

Education:

The job requires a high school diploma or equivalent. The job also requires 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.

V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

Assist Public Health Director with preparing and analyzing various forms of data as requested for grant deliverables.

VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)

Extensive contact with the public, County Elected and Appointed Officials, and County contractors.

VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)

Work involves both office and field duties. Office work is primarily administrative. Field work includes inspections.

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By: Cc Board Of Commissioners

Date: November 3, 2022

Comments: