

CARBON COUNTY PUBLIC HEALTH

POSITION: Public Health Clinic Registered Nurse/Staff Coordinator, Permanent, Full-Time (40 hours)

SALARY: \$31.73/per hour

JOB DESCRIPTION: The Clinic RN/Staff Coordinator performs and regulates a variety of nursing services and programs in preventive health through assessments, diagnosis, education, and counseling to individuals, families, and groups to promote health and wellness to clients. This includes assisting in guiding public health programs, maintaining patient and program activity records, and preparing requested reports. The Clinic RN/Staff Coordinator will assist the Public Health Director in ensuring compliance with internal and external rules, policies, and regulations as directed by Federal, State, and Local government. The Clinic RN/Staff Coordinator will assist in overseeing all operations of the department, assist in on-boarding and training plans for new staff, and assist in monitoring validity of individual staff licenses, certificates, and trainings. As well as implementing program development and management in the Public Health Department as requested by the Public Health Director.

QUALIFICATIONS:

Required:

- High school diploma or equivalent.
- Possession of a current license to practice as a Registered Nurse in the State of Montana
- Minimum of an Associate's Degree in Nursing and two (2) years nursing experience.
- Valid Montana driver's license.

Preferred:

- Bachelor's Degree in Nursing with certification in Community Health Nursing or Master's Degree in Public Health or related field.

APPLICATIONS: Application & full job description are available at Carbon County Human Resources, 17 W. 11th St., Red Lodge, Montana 59068 or on the Carbon County Website at <http://co.carbon.mt.us/employment/>. The 1st review of applications will be of those received by Thursday, March 30, 2023, by 5:00pm MST. Interviews will be arranged after review of applications for qualified applicants. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.

Erin Cross
Public Health Director

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