

INSTRUCTIONS

JOB DESCRIPTION FORM

Job Title: Clinic Registered Nurse/Staff Coordinator

Position#:

Department: Public Health

Reports To: Public Health Director

Revised New Regular Temporary Non-Union Union

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

Reason for opening: Restructuring of current position

Prepared By: Public Health Director

Date: 02/2023

I. PURPOSE OF THE JOB

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.

II. ESSENTIAL FUNCTIONS

Staff Coordinator Essential Functions:

- Development and management of the School Health Program, Communicable Disease Monitoring Program, Chronic Diseases Programs, Immunization Program, the Community Health Worker Program, Crisis Diversion Program, Maternal Child Health Program, the Congregate Living Coordinator Program, and all other future programs as requested by the Public Health Director.
- Responsible in assisting with the oversight of the implementation of patient fees and billing system.
- Responsible for assisting the Public Health Director in development of staff workflow, department policies, procedures, goals, and evaluation of the staff's quality of work as well as quality improvement assessments and planning.

- Responsible for holding staff accountable for their responsibilities, duties and hours of work.
- Responsible for assisting in leading the Public Health Department staff when the Public Health Director is not available as advised and requested by the Public Health Director.
- Responsible for keeping a close rapport and daily communications with the Public Health Director on the daily operations of the department.

Nursing Essential Functions:

- 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 histories on health, diet, and family health.
- Read and interpret lab reports, administer tests, and perform a variety of related nursing procedures including but not limited to organizing vaccination clinics, administering medications, wound care, foot care, phlebotomy, urinary catheter cares, feeding tubes etc.
- Developing and educating on patient care plans
- Providing health education both focused and patient specific as well as in group settings.
- 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 in the communities such as the flu, COVID, measles, hepatitis, sexually transmitted diseases, tuberculosis etc.
- 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 Public Health Department at various community activities.

- Monitor and track demographic data on participants, conducting site inspections, compiling reports, and gathering requested data for grants as requested by the Public Health Director.
- 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

- 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 disasters or emergency situations, and ensures that applicable health and safety procedures are followed including the Montana Safety Culture Act.
- Perform the duties outlined in the Public Health Department's Disaster Manual in the event of a disaster or public health emergency.
- Perform other duties as assigned and requested by the Director including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in on-going trainings, etc.

IV. KNOWLEDGE AND SKILLS

Required Skills:

- 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.
- 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.
- 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.

- Requires proven work experience as a medical office manager, with the ability to effectively communicate with and supervise subordinate staff, assist in building out networks and collaboration efforts with other entities as requested by the Director

Required Education:

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

Preferred Education:

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

V. FISCAL RESPONSIBILITY

N/A

VI. EXTENT OF PUBLIC CONTACT

Extensive contact with Public Health Department staff, other County Departments, the general public, County Elected and Appointed Officials, County contractors, other State entities, other healthcare facilities, Law Enforcement agencies, and local Coalitions.

VII. WORKING CONDITIONS AND ENVIRONMENT

Work Involves Both Office and Field Duties:

- Office work is primarily administrative and hands on nursing related, office duties, paperwork, computer work, and assist in supervision of office staff.
- Field work may include: traveling in possibly unfavorable conditions for inspections of facilities, communicable disease investigations, meetings, trainings, conferences, and working in the field during large scale disasters as requested by the Public Health Director.

Expected Hours of Work:

- Schedule will be 4 – ten-hour shifts or 5 – eight-hour shifts (subject to change)

Unusual Hours of Work:

- During times of disaster when there is a need, the Clinic RN/Staff Coordinator may have hours that are outside the normal working hours as requested by the Public Health Director.

- During times of travel, required events outside of the department the Clinic RN/Staff Coordinator may have hours that are outside of the normal working hours as requested by the Public Health Director.

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 type="checkbox"/>	<input checked="" 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 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 checked="" 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

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	By: Carbon County Commissioners	Date: 02/28/2023
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Comments: