

**CARBON COUNTY MONTANA  
JOB DESCRIPTION FORM**

Job Title: Public Health Nurse

Position#:

Department: Public Health

Reports To: Public Health Director

Revised    New                       Regular    Temporary                       Non-Union    Union

Full-Time    Part-Time                      Hours per week: 32.00                       Nonexempt    Exempt

Reason for opening: New position

Prepared By: Human Resources

Date: 6/9/23

**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?)

Responsible for promoting the mental and physical well-being of the community by performing a variety of nursing services through monitoring, prevention, treatment, and education. Promote health and safety; intervening with actual and potential health problems; provide case management services; and actively collaborate with others to build community capacity for adaptation, self-management, self-advocacy, and learning. This position will assist and work in a variety of settings, including but not limited to, schools, senior centers, daycares, community events and in the Public Health Department. This position is expected to participate in all public health related activities when requested by the Public Health Director and/or Clinic RN/Staff Coordinator. All Carbon County Public Health (CCPH) staff are expected to assist with and perform duties that support all functions of the Public Health Department.

**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, obtain 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; carry-out immunization programs; assess environmental hazards; and work to prevent the spread of disease;

Investigate and monitor reports of communicable diseases individually as well as outbreak

situations, congregate settings, and healthcare settings. Advise and educate on the most current disease control guidance from the State and CDC. Assure adherence and provide enforcement when necessary to keep entities in compliance with public health laws and regulations. Coordinate efforts with physicians, schools, 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;

Track demographic data on patients and individuals participating in Public Health prevention and education program, conduct site inspections in accordance with State Task Orders;

Review clinic records to ensure proper documentation including the completion of the correct medication administration and medical procedure forms, physical examination, immunization requirements, and documentation of nursing services administered. Ensure that clinical documentation regarding clients is secure, confidential, and maintained in compliance with Public Health Department policy and state and federal regulations;

Ability to record, compose, and present reports for the local Board of Health on local acute and chronic disease situations when requested;

Participation in prevention programs and projects, including but not limited to, the tobacco prevention and cessation program and projects, chronic health disease prevention, monitoring, and education program and projects, maternal child health program and projects, school health program and projects, youth injury prevention projects, etc.;

Provide frequent oral and written communication about tobacco prevention goals, facts, and policy advocacy when requested by the Public Health Director and/or the Clinic RN/Staff Coordinator;

Knowledge of local resources, provide referrals as needed for patients and performing patient follow-up to assure patient needs are met;

Assist in arranging collaboration, plan for and perform health screening clinics: vision, hearing, BMI, mental health screening, and physical assessments;

Provide basic first aid care;

Assume responsibility for appropriate assessment, planning, intervention, implementation, evaluation, management, and referral activities for students in the rural school district;

Assist schools in monitoring immunization status of students and staff. Input health data into appropriate databases and maintaining imMTrax immunization databases;

Provide training for school staff members who are assigned to perform medical procedures or who are monitoring a student(s) with health needs such as food allergies, diabetes, or seizure disorders, etc.;

Provide 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;

Responsible for direct and indirect care given to students in compliance with school district policies, professional standards of practice, physician orders, and individual health care plans for students and staff;

Serve as a resource on health related issues and provide education for students, school

staff, volunteers, and administrators.

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

Answer calls, inquiries, and complaints within area of expertise from the public, patients, 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, Sheriff and other county staff to respond to a disaster or emergency situation 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 Disaster Manual in the event of a disaster or public health emergency;

Perform other duties as assigned, including but not limited to, manage special projects, attend meetings and conferences, provide backup for other staff, participate in on-going training, etc.;

Recommend and participate in development of Public Health Department policies and procedures in accordance with changing State and Federal regulations;

Maintain knowledge of new developments in Public Health;

Knowledge on enforcement and assist entities in obtaining compliance with public health laws and regulations;

Develop and maintain effective working relationships with fellow employees, leadership, other organizations, and the public.

**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.

Knowledge of nutritional principles and practices; educational and learning theories; health psychology theories; community assessments; and program implementation and evaluation;

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 patient's mental or physical well-being.

Skills in public relations, public speaking, organizing and prioritizing work, and in developing approaches to sensitive issues that have significant impact on patients, stakeholders, and health department programs;

Ability to exercise independent, professional judgement to evaluate services, project a positive image of the Public Health Department, and to work effectively in treating patients that range from infants to elderly;

Have a strict understanding of patient confidentiality, including the ability to conduct interviews without violating patient confidentiality;

Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions;

Knowledge of principles and procedures of record keeping, medical documentation, business writing, including appropriate English usage, spelling, grammar and punctuation;

Must have the ability to work largely unsupervised;

Display tact, consideration, and cooperation when interacting with the public;

Observe work hours, demonstrate punctuality, maintain confidentiality.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's Degree in Nursing; and
2. Considerable experience in patient care, preferably 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.

**CERTIFICATE & LICENSE REQUIREMENTS:**

1. Licensed to practice as a registered Nurse in the state of Montana and hold an unrestricted license; and
2. Valid State of Montana Driver's License in good standing; and
3. Current BLS certification (CPR); and
4. Current ACLS certification; and
5. Current PALS certification.

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

None

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

Extensive contact with the public, County Elected and Appointed Officials, County staff, volunteers, contractors, emergency personnel, etc.

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 clinical and administrative. Field work includes traveling to/from locations (i.e. home visits, schools, mobile clinics, etc) sometimes in adverse conditions, ability to setup and tear down materials necessary for event, etc.

**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 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 checked="" 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: June 20, 2023
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Comments: