

# Teton County Health Department

## JOB DESCRIPTION

<b>Position Title:</b>	Public Health Nurse		<b>Tier:</b>	
<b>Agency:</b>	Teton County Health Department	<b>Reports to:</b>	Public Health Director	
<b>Employment Status:</b>	Permanent Full-time	<b>Pay Grade:</b>	\$23.00	<b>FLSA Status:</b> Non-exempt

### Position Summary:

The Public Health Nurse performs nursing procedures and activities associated with the Teton County Health Department's chronic and communicable disease education, prevention and control programs.

Responsibilities include:

- Immunization screening, assessing, administering and monitoring for adults and children, in accordance with the Vaccines for Children program and grant protocols.
- Develop and engage in educational and outreach activities and programs to promote increased immunization coverage, awareness of vaccine-preventable diseases, chronic and communicable disease prevention and community public health.
- Assess and evaluate public inquiries and respond and/or make referrals following established TCHD protocols and develop and maintain positive working relationships with community partners, agencies and providers.
- Engage in investigation of communicable disease, such as STIs and COVID-19. This work includes conducting client interviews, case investigations, contact tracing, collection of data for surveillance and reporting, and related communication to key partners and public regarding communicable disease.
- Assist in providing birth control methods, pregnancy tests, emergency contraception and counselling to clients of the Planned Parenthood Without Walls program.

This position is part-time, Monday through Friday. Hours may vary, dependent of need, and may include early mornings, evenings, and weekends.

### Essential Duties:

#### Breast & Cervical Cancer Control Program

- Coordinate a breast and cervical cancer screening and early detection program throughout Region 5;
- Maintaining a medical service provider network and subcontracts with participating health departments or individuals;
- Provide and facilitate screening support activities;
- Participate in regional coalition and develop and maintain a local Teton county coalition and partnerships;
- Implement outreach and public and professional education programs aimed at improving breast, and cervical health;
- Communicate with the state office.

### **CONNECT Referral Program Coordinator**

- Identify, recruit and engage community partners to participate in the CONNECT Referral System
- Onboard programs and service organizations that indicate readiness to be part of the CONNECT Referral System
- Conduct regular evaluations of system users
- Promote and market the CONNECT system
- Offer technical assistance and support for CONNECT to all programs and service organizations in Region 5
- Develop a sustainability plan for the expansion of CONNECT
- Integrate CONNECT into local community health improvement plans.
- Attend and participate in regular state-provided calls and trainings.
- Collaborate with other regional CONNECT coordinators and prevention specialists in the Region 5 to roll out the CONNECT Referral System.

### **Immunization administration**

- Maintain, update, and retrieve immunizations records from state immunization registry.
- Assess immunization status of individuals, and make recommendations based on CDC and ACIP immunization recommended vaccine schedules.
- Discuss clients' questions and concerns regarding vaccine safety, efficacy, and timing.
- Administer appropriate vaccinations to adults and children.
- Collaborate with Public Health Nurse and Public Health Director to plan and implement immunization outreach strategies.
- Participate in off-site mass immunization clinics.
- Maintain adequate ordering, storage, handling, and monitoring of vaccine to ensure quality.

### **Communicable Disease Response**

- Conduct timely investigations with people with confirmed or suspected communicable diseases such as STIs and COVID-19.
- Manage patient panels of those with confirmed or suspected diseases under investigation using established protocols including ongoing interviews and patient follow up, tracking of relationships/contacts, case management and documentation.
- Coordinate referrals to clinic settings for specimen collection and/or additional healthcare needs based on established protocol.
- Provide coaching, education, and advocacy to increase likelihood that health and safety protocols are followed for improved individual health, as well as slowing and preventing the spread of disease through the population.
- Communicate effectively and responsibly by establishing rapport, assertively confronting issues, and resolving patient concerns.
- Document surveillance data such as health indicators, risk factors, and disease surveillance information.
- Coordinate and manage special surveillance and screening activities during emerging disease events under established protocol and supervision of the Public Health Officer.
- Monitor trends, risk factors, and prevention interventions of communicable diseases in the county.

### **Planned Parenthood Without Walls**

- Collect medical history and educate women of contraceptive choices. Coordinate with medical provider to obtain prescriptions.
- Dispense a variety of birth control methods and emergency contraceptives; dispense and interpret pregnancy tests.
- Educate and counsel women on safe sexual practices.

### **Other Duties and Responsibilities:**

- This position has been identified as an essential duty position. In the event of a public health emergency, you shall report to work if ordered to do so by any other the following officials or positions: (1) Public Health Director or designee, (2) Lead Public Health Nurse, or (3) a member of the Commissioner's office. Perform public health emergency response duties as assigned and consistent with training provided.
- Collaborate in the development of and contribute to individual, team, and departmental quality improvement, performance management, and evaluation activities.
- Promote a work environment where continuous quality improvement in professional practice is pursued.
- Contribute to ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals, and members of the community.
- Participate in community assessment; can distinguish between qualitative and quantitative community assessment data; understand incidence and prevalence data; know how to access basic community epidemiological data.
- Assume responsibility for own professional growth and development by pursuing education, and participating in professional committees and work groups

### **Minimum Qualifications:**

#### **Education and Licensing**

- Graduate of an accredited school of nursing as a Registered Nurse or Licensed Practical Nurse.
- Current Montana RN or LPN license (in good standing) required.
- Current CPR certification.
- Ability and willingness to complete any continuing education required by the Health Department or State during term of employment.
- Valid Montana drivers' license.

#### **Knowledge and Skills**

- Knowledge of health information privacy laws and HIPPA.
- Knowledge of CDC and ACIP recommended vaccination schedules.
- Ability to assess the immunization status of individuals and administer appropriate immunizations.
- Interpersonal communications, group process and facilitation skills.
- Excellent oral and written communication skills.
- Effectively communicates a broad amount of information to a wide variety of audiences.
- Demonstrates computer use ability in word processing, spreadsheet and database software.

### **Work Environment:**

May need to work a flexible schedule including some evenings and weekends. Work hours will be on an as-needed basis, determined by the Teton County Health Department.

Essential Duties will be performed in health department facilities, or occasionally at the employee's place of residence, if all privacy accommodations can be met.

**Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities:**

Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, writing, and repetitive motions. Exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Hearing ability sufficient enough to communicate with others effectively in person and over the phone. Visual ability must be sufficient enough to read typewritten documents, computer screen, and drive a car. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, in compliance with the Americans with Disabilities Act and any other applicable Federal and Montana law.

**Reasonable Accommodation Definition:**

Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of non-disabled employees.

**TETON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**JOB DESCRIPTION REVIEWED**

**EMPLOYEE NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_