

Public Health Nurse

Blaine County has an opening for a Public Health Nurse. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **Position is open until filled.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Public Health Nurse

DEPARTMENT: Blaine County Public Health

REVISED: October 14, 2021

Blaine County Health Department in Chinook, MT is seeking a nurse to assist with public health programs.

These duties are the **essential functions** and are not all-inclusive of all duties that the employee performs.

Vaccination Program

- Vaccine administration, storage and handling
- Supporting vaccine use in schools and daycares
- Educating the public and working to increase vaccination rates in the county
- Order and maintain vaccine and vaccine administration supplies
- Contribute appropriate documentation through access to the ImMTrax database
- Responsible for contributing to Immunization Program Grant deliverable activities

Communicable Disease Program

- Surveillance, investigation and reporting cases of legally reportable diseases
- Conduct contact tracing and partner services as appropriate
- Assist patients with accessing testing and treatment for Hep B, Hep C, HIV, and sexually transmitted diseases
- Outbreak response
- Document and report communicable disease to the state through access to the MIDIS system

Maternal Child Health

- Planning and implementing measures that support children from pregnancy through adolescence and women in child-bearing years
- Support screening in special populations
- Assist schools with nursing services as determined by department protocol and agreements
- Responsible for contributing to Maternal Child Health Grant deliverable activities

Chronic Disease Prevention/Health Promotion Programs

- Support patients as they navigate facets of the health system
- Answer patients' calls and determine how to assist them
- Communicate with other health care facilities or ancillary services regarding patient care needs.

All programs

- Comply with established department policies, procedures, objectives, quality assurance, safety, supply inventory and utilization regulations, environmental and infection control
- Work as part of a team to assess patient needs, plan and modify care and implement interventions
- Maintain required records
- Assist with local policy and standing order development
- Obtain training in all program areas as available and assigned
- Constantly adheres to Bloodborne Pathogen Exposure Plan
- Knowledge of all privacy rules and regulations that impact the sharing of information
- Occasionally asked to work outside of regularly designated hours
- Occasionally asked to travel for training or to complete work tasks, occasionally for multiple days and overnight stays
- Physical Demands:
 - ✓ Frequently required to walk, sit, talk, and hear and see accurately
 - ✓ Must occasionally lift and/or move up to 25 pounds
 - ✓ Expected to deliver immunizations in locations other than the exam room, including outdoors, community vaccine clinics, and drive through events

Qualifications:

- Registered nurse (RN) license preferred; Licensed Practical Nurse (LPN) license considered
- Active MT Driver's License and proof of liability insurance

**Public Health Nurse
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00.
Salary:	DOE**
Health Insurance:	Employee single rate insurance premium paid by the County. A variety of plans are available. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	12 Months