



Health Nurse

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Health Nurse	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Department: County Health Department	Reports to: County Health Nurse Supervisor

Work Unit Overview: The County Health Department protects and promotes the health of county citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principle. The department's role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. The mission of the department is to prevent disease and illness, promote healthy choices, and deliver quality health care.

Job Summary: Support public health related duties, including promotion and maintenance of good health, flu shot clinics, W.I.C. program and immunization clinics at the direction of the County Health Nurse Supervisor; may also manage program(s) assigned by the County Health Nurse Supervisor; may also act as a Competent Professional Authority for WIC program as assigned by the County Health Nurse Supervisor.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate the health and well fair of County residents.
- Support screening clinics, school nursing services, maternal and child health and breastfeeding programs at the direction of the county health nurse supervisor.
- Instruct individuals, families, or other groups on topics such as health education, disease prevention, or childbirth and develop health improvement programs.
- Administer and record immunizations.
- Answer patients' calls and determine how to assist them.

- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.
- Maintain required records including vaccine inventory and immunization.
- Communicate with other health care facilities or ancillary services regarding patient care needs.
- Comply with established department policies, procedures, objectives, quality assurance, safety, supply inventory and utilization regulations, environmental and infection control.
- If acting as a program manager, will ensure that deliverables for the task order assigned are completed and implemented in a timely fashion; will collaborate with others to accomplish deliverables; establish and maintain contact with partner agencies at the state, regional and local levels; and organize and lead meetings related to the program area.
- If acting as a Competent Professional Authority for WIC program will do the following: perform WIC certification procedures, determine nutritional risk, prescribe types of supplemental foods, process requests for medically prescribed formulas in coordination with Registered Dietician and ordering health care provider; provide nutrition education to participants based on identified needs; make referrals to health care providers, dentist, local resources and registered dietician as needed; and use computer and software applications to accurately enter data, search databases, and create documents.
- May be assigned other duties within WIC program by supervisor.

Non-Essential Functions:

- Attend workshops, seminars, and educational sessions to keep updated on changes in assigned area of departmental responsibility.
- Support public health screenings.
- Participate in quality improvement activities.
- Perform emergency response roles as assigned by supervisor.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/ or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work occurs in clinical, medical facility environment, schools, homes, and outdoor settings.

- Duties may require exposure to hostile, emotionally disturbed or mentally ill persons and/or confrontational interpersonal situations; may work in dangerous, high crime areas of the community; and/or standby, callback and work during non-routine hours.
- May involve occasional exposure to unstable home environments which requires tactful diplomacy and pathogens which requires knowledge of basic infection control and safety procedures.
- May involve travel by auto to attend meetings with community partners. Valid Montana driver's license with acceptable driving record.

Supervision Exercised: This is not a supervisory position.

Knowledge, Skills, and Abilities:

This job requires knowledge of RN nursing theory and practice, regulations and procedures; medical vocabulary commonly used in conveying instructions and orders between doctors, nurses, and para-professional nursing employees; and medical supplies and equipment, their care and use.

This job requires knowledge of patient rights and confidentiality requirements of patient information and established communications codes; basic communicable disease; infection control practices and procedures; basic emergency care including cardiopulmonary resuscitation (CPR).

This job requires the ability to perform physical assessments; take health histories; assess and review lab results; provide primary nursing care; detect suicidal behavior; follow oral and written directions of nursing technical and professional nature; work as part of a team; deal with patients sympathetically and tactfully; maintain and interpret medical records and reports; stand and walk for long periods and work under mental and physical strain; establish and maintain effective working relationships with people on the job cooperate with other personnel to achieve departmental objectives and maintain effective employee, interdepartmental and public relations; maintain patient rights and confidentiality of patients information and abide by established communications codes.

Education and Experience: Education for an RN is graduation from an accredited nursing school with a four-year degree. Valid registration with the State Bureau of Nursing. At least one year of successful work experience. A valid Montana Driver's License with good driving history.