

**PONDERA COUNTY**  
**20 Fourth Avenue SW**  
**Conrad, Montana 59425**

**Effective: November 4, 2020**

**JOB TITLE:** Pondera County Public Health Nurse

**SUPERVISED BY:** Pondera County Commissioners &  
Pondera County Board of Health

**SUPERVISES:** Health Department Clerical Staff

**SALARY:** DOQ/DOE Performance evaluations will be conducted upon completion of ninety (90) days, one hundred eighty (180) days and upon reaching one (1) year employment anniversary. **A wage increase to be granted upon the completion of one hundred eighty (180) days, provided that performance evaluation is acceptable.** Pay cycle is **Monthly**.

Approximately 50% of the hours worked in this position, not to exceed 1040 hours per fiscal year unless approved by County Commissioners, (up to 20 hours per week) to be paid through Pondera County General Fund; Approximately 50% of the hours worked in this position, (up to 20 hours per week) to be paid through grant programs.

This is a **non-exempt full-time position** and will accrue **overtime compensation** under the guidelines of the Federal Fair Labor Standards Act and applicable Montana law.

*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.*

**Work Unit Overview:** The Pondera County Health Department protects and promotes the health of Pondera 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:** With the assistance of the Pondera County Board of Commissioners and Federal and State agencies, function as the Department Head for the Pondera County Health Nursing Department. The Pondera County Public Health Nurse plans, implements and provides comprehensive nursing services

in preventive health, home health, and clinic programs through assessment, diagnosis, teaching, counseling, and prevention services to individuals, families, and groups to promote health and wellness to the public. This includes coordinating and administering public health programs, maintaining patient and program activity records, preparing required reports and obtaining adequate public health funding. This position works with all levels of health care professionals, public and private agencies, and general public to fulfill Federal, State, and County health care requirements. This position will require travel and work outside of normally scheduled hours and will accrue **overtime compensation** time under the guidelines of the Federal Fair Labor Standards Act and applicable Montana Statutes.

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

### **I. Nursing Services**

- Identify health needs in the community to create and facilitate programs to promote health and welfare including, but not limited to, maintaining contact with various volunteer organizations coordinate and/or participate in public education efforts such as news releases, displays and Health Fairs for the County citizens. Assess community health strengths, needs, and expectations to adopt a plan to utilize available medical resources and standards of nursing practices to serve families and individuals through health promotion and to serve those who are at risk of illness, injury, disability, or death.
- Provide nursing services to individuals to prevent illness, disability, or premature death. Perform physical assessments, obtaining 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 Pondera County Health Department goals by advising on health matters and medication options, carrying out immunization programs in schools, assessing environmental hazards, and working to prevent the spread of disease.
- Adhere to Universal Precautions and the Blood Borne Pathogen Policy, based on the potential risk of exposure while administering medical services to the public including, but not limited to, drawing blood.
- Contact Child Protective Service or other human service professionals, such as dentists, orthopedic specialists, etc. when a child is assessed and appears to have potential neglect, abuse and/or other special needs.
- Maintain clinic rooms and monitor all supplies and vaccines diligently to ensure adequate inventories are maintained and ordered accordingly.
- As required by the State, maintain accurate, reliable and current reports including, but not limited to, monthly vaccine reports and submit on a timely basis.
- Each spring, collaborate with local schools regarding notifying parents of the necessity in updating their children's immunizations. Additionally, just prior to the start of school each year (August), offer mass immunizations for qualifying children in order that they are in compliance with school requirements upon enrollment.

- Collaborating with the Pondera County Health Officer, administer immunizations/vaccines to people of all ages for such things as measles, mumps, rubella, Hepatitis B, polio, HIB, DPT, tetanus/diphtheria, while maintaining immunizations records of these services.
- Visit schools to provide vision, dental, and scoliosis screenings, health assessments, consultations, referrals, home/school visits, and assistance in complying with immunization requirements; follow-up on health problems as appropriate. Assist at Pre-School and Kindergarten Screenings.
- Investigate and monitor reports of communicable diseases such as pertussis, measles, hepatitis, sexually transmitted diseases, and tuberculosis. 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 including, but not limited to, schools to increase community awareness of the value of public health in the County. This includes representing the Department at various community activities.
- When necessary make home visits and provide care, counseling and health education as applicable.
- Ensure that any programs administered by the Pondera County Health Department operate in compliance with State and Federal standards, policies, guidelines, and/or grant provisions. This includes monitoring and tracking demographic data on participants, conducting site inspections, compiling reports, and administering necessary budgets.
- Serve as the Emergency Preparedness Coordinator for the Department and when necessary assist or serve in emergency roles for Pondera County including, but not limited to, public information, incident command or as indicated by Disaster and Emergency Services.
- With the approval of the Board of Pondera County Commissioners, function as a liaison for the County with State, Federal and other agencies in matters relating to public health.
- Ensure that clinical documentation regarding any citizen receiving public health services is secure, confidential, and maintained in compliance with Pondera County Health Department policy and State and Federal regulations.
- Review the strategic plans of Pondera County on a yearly basis to ensure they meet community health needs and that services are coordinated to maximize the effective use of resources and personnel.
- Facilitate and attend regular Pondera County Board of Health meetings. Attend Pondera County Commissioner meetings as required.
- Participate in a continuing education program relevant to the duties and responsibilities of this position.
- Follow workforce growth for self and staff to continue development in the Pondera County Health Department. This would include, but not be limited to, assessing training-needs and securing all appropriate certifications.

## II. Grant Program Manager

- Implement strategies to obtain sustainable public health funding for the delivery of quality services and programs that meet the needs of the community members. Identify funding sources, apply for grants, remain current regarding funding at local, state, and national levels, promote long-term funding planning, and identify opportunities to expand billable services.
- Assist with the creation and preparation of grant documentation for public health related projects and/or programs.
- Potential necessity to:
  - 1) Lobby legislators, State and Federal Officials;
  - 2) Represent Department to legislators and other government officials;
  - 3) Testify at hearings held before legislators; and/or
  - 4) Formulate handouts to provide legislators.
- Participate and fulfill Maternal Child Block grant activities including, but not limited to, reporting and reviewing.
- Prepare and timely submit all reports, including financial reports for reimbursement to grant programs.
- Responsible for administration of projects and/or programs upon grant award.
- Necessary travel to meet grant criteria including, but not limited to, mandatory meetings for WIC, Emergency Preparedness and MCH.

## III. Budget & Fiscal Responsibility

- Develop, prepare and recommend a comprehensive budget with supporting documentation, covering revenue and expenditures of the Pondera County Public Health Department, including grant programs.
- Collaborate with the Pondera County Clerk and Recorder's Office to develop and adhere to budgets, process claims and participate in Pondera County audits as needed.
- While accountable to the Board of Health, manage the Department's budget, monitor all expenditures, review financial statements and recommend purchase of new and replacement equipment for Department.
- Must authorize and sign all Department claims for expenditures submitted to Pondera County for payment.
- Maintain records and reporting systems for inventory, equipment maintenance and capital replacement as related to Pondera County Public Health Department, including grant programs.

**IV. Personnel Management**

1. As relevant to the operation of the Pondera County Health Nursing Department, and under the guidelines of the Equal Employment Opportunities and Americans with Disabilities Acts, administer all personnel matters relating to work assignments, evaluations, job proficiency, vacation scheduling, discipline, compensatory time, and payroll accountability, while providing guidance and direction.
2. Collaborate with the Board of Pondera County Commissioners to establish job descriptions for subordinate positions, assisting in screening for positions, providing recommendations for potential employment and termination within the Pondera County Health Nursing Department.
3. As relevant to the Pondera County Health Nursing Department, maintain personnel management records and reports.
4. Delegate authority and responsibility to maintain efficient operations within the Department. May delegate nursing tasks to unlicensed assistive personnel, pursuant to 24.159.1611, Criteria for Delegation of Nursing Tasks, Administrative Rules of Montana (ARM).
5. Oversee staff during monthly WIC clinics.
6. Provide on-site training for staff and/or facilitate staff's attendance at off-site training.

**V. Related Programs**

1. Function as Pondera County WIC Program Director. These duties may include assisting with monthly WIC clinics, health education, health counseling and budget preparation.
2. Attend Child Protection Team meetings, when requested.

**Additional Requirements:**

- Attend regional public health meetings and conferences, attend meetings with regional partners and negotiate agreements to maximize services available to Pondera County citizens.
- Performs other duties as assigned including managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**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.*

- Intermittent periods of standing, sitting, walking, lifting babies and children to examination tables. Required to stoop, kneel, crouch, or crawl.
- Carry clinic supplies (up to 25 pounds) necessary to perform tasks to clinics or homes.
- Work in a clinical nursing environment or on-site locations best suited for nursing purposes.

- Work in office conditions and travel throughout the County to work in clinics, homes and other locations such as schools, youth centers, women's shelters, migrant camps, senior centers, nursing home, community centers and hutterite colonies.
- May involve occasional exposure to unstable home environments which requires tactful diplomacy and pathogens which requires knowledge of basic infection control and safety procedures.

**Knowledge, Skills and Abilities**

The job requires:

- Knowledge of physical, biological and behavioral sciences;
- The principles and practices of Public Health Nursing;
- Provide assessment, diagnosis, planning, intervention, evaluation practices and disease prevention education;
- Medical and patient care practices;
- Knowledge of nutritional principles and practices;
- Educational and learning theories;
- public health funding sources and grant writing;
- Health psychology theories;
- Community assessments;
- Program implementation and evaluation;
- Excellent verbal and written communication skills;
- Critical skills necessary to prepare nursing care plans, coordinate and implement effective nursing care; and to develop solutions to problems concerning a patient's mental or physical well-being;
- Skills in public relations, organizing, prioritizing and delegating work appropriately;
- Developing approaches to sensitive issues that have significant impacts on patients, stakeholders, and Health Department programs;
- Ability to work off site, making appropriate decisions while utilizing resources by distance;
- The ability to exercise independent professional judgment, evaluate services, to project a positive image of the Health Department, and to work effectively in treating patients that range from infants to the elderly;
- Ability to maintain a positive and efficient working relationships with other employees, elected and appointed officials, state and federal agency personnel and the general public.

**Education and Experience:**

The position may be filled by a candidate possessing at least one of the following educational criteria:

1. Associate's Degree in Nursing and two (2) years nursing experience;
2. Bachelor's Degree in Nursing and two (2) years nursing experience; or
3. Master's Degree in Public Health (MPH)

Preference may be given to candidates possessing a current license as a Registered Nurse in the State of Montana. Preference may also be given to candidates possessing a current certification in Community Health Nursing.

Experience in supervisory and administrative functions are also desirable.

A valid Montana driver’s license is also required for this position.

**Equipment Used:**

1. Personal computer, printer, and software
2. Telephone and Smartphone
3. Fax Machine
4. Photocopier
5. Clinical Supplies including, but not limited to, those needed for vaccinations, hemoglobin testing, and lead testing

Approved and adopted this 4<sup>th</sup> day of November, 2020.

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Thomas A. Kuka, Chairman of the Board

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Dale J. Seifert, Member

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Jim Morren, Member

**I HEREBY CERTIFY THAT I HAVE READ AND DO UNDERSTAND THE DUTIES AND RESPONSIBILTIES CONTAINED IN THE ABOVE JOB DESCRIPTION AND WILL FULFILL THESE OBLIGATIONS TO THE BEST OF MY ABILITIES. I FURTHER CERTIFY THAT I WILL COMPLY WITH ALL FEDERAL, STATE AND COUNTY POLICIES THAT APPLY TO THIS POSITION.**

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_