

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, in all aspects of employment without regard to race, color, creed, religion, political affiliation, sex, national origin, age, disability or genetic information or any other basis prohibited by Federal, State and local laws. Applicants with disabilities who need accommodation with the application or selection process should contact Human Resources.

Job Title: Director of Public Health	Department: Public Health
Reports to: Fallon County Commission	Job Status: Full Time, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

Job Overview

This position is responsible for a variety of programs which protect and promote the health of our citizens. This work includes identifying community health problems, diagnosing, and investigating health problems and health hazards in the community. This position leads and participates in the day-to-day operations of the Public Health Department, including but not limited to providing comprehensive nursing services in preventative health, home health, clinic programs, community outreach and relations, staff training and development.

Essential Functions

Nursing – As a Registered Nurse provides comprehensive nursing services through assessment, diagnosis, teaching, counseling, and prevention services to individuals, families, and groups to promote health and wellness to clients. This includes administering public health programs, maintaining patient and program activity records. Provides education and preventative services in areas such as diabetes, vaccine preventable illnesses, variety of communicable diseases and lactation. Makes physician referrals when treatment is outside the scope of the Department. Investigates and monitor reports of communicable diseases such as measles, hepatitis, sexually transmitted diseases, and tuberculosis. Coordinates efforts with physicians, school personnel and others regarding the treatment and prevention of diseases. Performs home visits when staff nurse is absent. Visits inmates at Fallon County Detention Center at request of the Sheriff; sets up and reviews inmate medications to ensure they are dispensed accurately.

Department Administration – Administers Vaccines for Children program; ensures screenings are completed. Completes monthly/quarterly reports for Family Planning, WIC, medication, and immunization tracking. Completes WIC and Family Planning inventories and submits to appropriate agencies to ensure Federal and State compliance. Ensures programs administered by the Public Health Department operate in compliance with Federal and State 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. Implements strategies to obtain sustainable public health funding for the delivery of quality services and programs that meet the needs of the community members. Identifies funding sources at the national, state, and local levels; applies for and administer grants.

Prepares annual budget with the County Commission; directs and controls the expenditure of departmental funds allocations within the constraints of approved budgets. Attends meetings with the Commission, other County departments and serves on the Child Protective team as needed. Sets and posts agenda for Health Board; takes and prepares minutes as needed.

Supervision of Others – Supervises, schedules, and directs the work of all employees in the applications of sound public health principles. Participates in the recruitment of staff. Completes orientation and training of new employees, trains staff in specific programs such as WIC. Conducts weekly staff meetings to ensure ongoing communication and a harmonious team environment. Engages in performance management with staff

including scheduling, performance appraisals, coaching, training, skill development and progressive discipline. Directs the training of staff in technical and administrative public health programs. Promotes staff development by providing opportunities for staff to attend workshops and conferences.

Family Planning – Coordinates with Fallon Medical Complex or other medical providers for Well Woman examinations; administers birth control medications. Tests for variety of STD's, pregnancy, HIV and/or Hepatitis C. Provides medications for treatment of STD's. Makes physician referrals as warranted. Inputs all patient data into Ahlers. Generates invoices for billing for clients on a sliding fee scale.

WIC – Completes all certifications by assessing individual eligibility via Federal standards; assesses nutritional needs and provides education, including lactation education. Issues benefits as indicated by assessment results.

Competencies

The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: *Accountability, Active Listening, Adaptability, Attention to Detail, Assertiveness, Attention to Detail, Budgets, Commitment, Communication – Oral and Written, Computer Skills, Customer Service, Dependability, Flexibility, Initiative, Innovation, Integrity, Interpersonal Relationships, Leadership, Multi-tasking, Nursing, Organization, Oral Comprehension, Problem Solving, Professionalism, Public Health Programs, Sensitivity, Supervision, Teamwork, and Time Management.* This position requires considerable knowledge of physical, biological, and behavioral sciences as well as medical and patient care practices. Thorough knowledge of the principles and practice of nursing including but not limited to assessment, diagnosis, planning, intervention, and evaluation practices. Requires 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. Ability to provide nursing services to a variety of clients, ranging from infants to the elderly. Coordinate and implement effective nursing care; develop solutions to problems concerning a patient's mental or physical well-being. Requires analytical skills necessary to prepare nursing care plans, coordinate and implement effective nursing care. Ability to develop solutions to problems concerning a patient's mental or physical well-being. Ability to approach sensitive issues which have significant impacts on patients, stakeholders, and Public Health programs while maintaining integrity of programs and the department.

Ability to supervise staff while actively providing nursing care to clientele. Engages in ongoing performance management. Ability to effectively supervise others including scheduling, coaching, evaluation, training, and progressive discipline.

Strong customer skills to meet the needs of a diverse clientele. Requires skills in organizing and prioritizing work. A comprehensive knowledge of and ability to utilize Microsoft Office Suite is required. Must be able to learn and utilize department specific software.

Demonstrate the ability to interact courteously and effectively with a diverse clientele and the public. Respond calmly and effectively to stressful situations. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Respond to requests for service and assistance with courtesy and respect. Requires the ability and skill to multi-task, address multiple projects, and customers while maintaining composure, professionalism, and quality of work. Adapt to changing work routines and demands. Apply independent initiative, discretion, judgment, and organization skills to a variety of assignments and situations. Listen to and understand information and ideas presented through spoken words and sentences; ability to explain detailed and complicated information in simple, understandable terms.

Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly.

Maintain an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Assume responsibility for doing assigned work and for meeting deadlines; accept and demonstrate accountability for meeting assigned responsibilities. Ability to complete assigned work on or before deadlines in accordance with directives, policy, standards, and prescribed procedures. Must be able to identify cost savings, look for and implement new ideas and initiatives.

This position requires the ability to exercise independent professional judgment, evaluate services, to project a positive image of the Public Health Department, and to work effectively in treating patients that range from infants to the elderly. Ability to work with little direct supervision; to understand, interpret and follow instructions and directives. Take accountability for own actions. This position leads and must function as part of a team, working for the betterment of Public Health, our services, and the public.

Safety

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding, and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Commission. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

Supervisory Responsibility

This position is responsible for the supervision of Public Health staff. Responsibilities include recruitment, selection, training, coaching, and administration of disciplinary actions in accordance with Fallon County policy.

Work Environment

This position performs work in several settings, including Public Health offices, schools, detention center, and in client's homes. Routinely uses stethoscopes, blood pressure monitors, portable pulse oximeters, thermometers, syringes, needles, and a variety of other medical equipment. This role will also standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines.

Required Education and Experience

A high school diploma or equivalent is required for employment with Fallon County. The above knowledge, skills, and abilities are typically acquired through a Bachelor's degree in Nursing. A minimum of three (3) years of directly related experience in nursing, supervision, and administration of public health programs is required. Must hold a current and valid license to practice as a Registered Nurse in the State of Montana. Other equivalent combinations of education and experience may be considered.

Preferred Education and Experience

Previous experience in the supervision staff and experience with WIC is preferred.

Additional Eligibility Qualifications

Must possess or obtain a Montana driver license within thirty (30) days of employment.

This position involves unsupervised contact with infants, children, the elderly and/or individuals with various levels of disability and is subject to a pre-employment criminal background check. May utilize a County vehicle and is subject to a motor vehicle driving history review.

Salary Schedule

The starting wage for this position is \$28.09 per hour; after successful completion of the mandatory six (6) month probationary period, increase to \$29.09 per hour. Following an additional six (6) month period as a permanent employee, increase to \$31.50 per hour. Please note during this time period, an employee is not eligible for a COLA (Cost of Living Adjustment) as this is built into the wage steps.

This position requires enrollment in the Public Employees Retirement System with an established contribution rate for both the employee and the County.

Position Type/Hours of Work:

This is a full-time, permanent, forty (40) hours a week position: Monday through Friday, 8:00 a.m. to 5:00 p.m. The needs of the department may result in overtime (in excess of forty (40) hours per week in accordance with Fallon County policy) and will be compensated at time and a half.

Physical and Environmental Demands

While performing the essential functions of this position, frequently required to sit, stand, walk, use hands and fingers, climb or balance, reach with hands and arms, stoop, kneel, crouch, crawl, speak and hear. Lift babies and children to examination tables; assist elderly or physically impaired individuals during examinations. May be required to lift up to twenty-five (25) pounds. Specific vision abilities include close vision, distance vision, and depth perception. May involve occasional exposure to unstable home environments which requires tactful diplomacy and pathogens which requires knowledge of basic infection control and safety procedures.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.