

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: Staff Nurse	Department: Public Health
Reports to: Director of Public Health	Job Status: Full-time, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

Job Overview

This position performs a variety of activities which protect and promote the health of our citizens. Provides a variety of skilled nursing services in venues including client homes, the Public Health office, public schools, and Fallon County Detention Center. Works with a variety of ages, ranging from infants to the elderly.

Essential Functions

Home Health - Communicates and works responsively with medical providers, our Home Health Aide, and families of clients to ensure continuity of services for eligible clients. Visits client homes to address wound care and other nursing issues. Assesses safety concerns/issues for client care and to determine program viability; makes recommendations to the Director. Sets up medications at clients' homes to ensure they are dispensed accurately. Tracks and orders medication refills for clients; picks up medications from the pharmacy.

Office Services - In response to inquiries, checks immunization status. Performs basic health assessments at request of patrons including blood pressure, blood sugar, ears-nose-throat as warranted by symptoms, cleaning of ears and/or remove stitches/sutures/staples. Communicates findings with other health providers; makes physician referrals when treatment is outside the scope of the Department. Issues refill on birth control medication based on client's record. Administers vaccines and other injectable medications as ordered by physicians.

Completes, monitors, and tracks communicable disease investigations as warranted; contacts infected person(s), verifying immunization status and exposure of other persons. This includes contact tracing of those exposed to communicable disease such as COVID-19. Conducts COVID-19 testing.

Answers the phone and greets clients; provides referrals, information on services offered, and/or setting appointments. Performs general clerical duties such as filing as needed. Maintains accurate immunization records in software program.

WIC – Completes all certifications by assessing individual eligibility via federal standards. Assesses nutritional needs and provides education, including lactation education and referral to the Certified Lactation Consultant as needed. Issues WIC benefits as indicated by assessment results.

Detention Center – Visits inmates at Fallon County Detention Center at request of the Sheriff; sets up and reviews inmate medications to ensure they are dispensed accurately. Performs basic health assessments and make referrals as warranted by symptoms.

School Services – May review student immunization records to determine need for immunization; administers immunizations as necessary. May visit schools at request of the school administration to assess and/or treat as warranted a variety of ailments such as but not limited to rashes, head lice, contusions, pink eye, minor scrapes/cuts, stomach upset, audio and vision screenings. May wash and dress minor wounds; contact parent(s) with recommendation for medical care, notification of communicable disease, and to complete parent education.

Competencies

The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: *Accountability, Active Listening, Adaptability, Assertiveness, Attention to Detail, Commitment, Communication – Oral and Written, Computer Skills, Confidentiality, Customer Service, Dependability, Detail Orientated, Flexibility, Infectious Disease, Initiative, Integrity, Interpersonal Relationships, Multi-tasking, Nursing, Organization, Oral Comprehension, Problem Solving, Professionalism, Self-directed, Sensitivity, Stress Management, 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 educational/learning theories and community assessments. Strong customer service skills to meet the needs of a diverse clientele. Ability to provide nursing services to a variety of clients, ranging from infants to the elderly. Knowledge of infectious diseases and protocols, including COVID-19. Requires excellent oral communication skills to coordinate and implement effective nursing care; identify and develop solutions to issues concerning a patient's mental or physical well-being. Must be able to document/chart using proper grammar and medical terms. Must be able to organize and prioritize work based on multiple factors including immediate medical concerns and time factors.

Demonstrate the ability to interact courteously and effectively with a diverse clientele and the public. Must be able to effectively interact with variety of personalities and demands of the public. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Respond calmly and effectively to stressful situations. Respond to requests for service and assistance with courtesy and respect. Must listen actively and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly. Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly to the public. Requires the ability and skill to multi-task, address multiple projects and patient needs while maintaining composure, professionalism, and quality of work. Ability to adapt to changing work routines and demands. Apply independent initiative, discretion, judgment, and organization skills to a variety of assignments and situations.

A comprehensive knowledge of and ability to utilize Microsoft Office Suite is required. Must be able to learn and utilize department specific software.

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, follow instructions, and directives. Self-directed with ability to meet deadlines when unsupervised. Take accountability for own actions. This position 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 Director of Public Health. 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 has no supervisory responsibilities.

Work Environment

This position performs work in several settings, including in client's homes, Public Health offices, schools, and detention center. 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 completion of an accredited LPN or RN program. A current and valid license to practice as an LPN or RN in the State of Montana is required.

Preferred Education and Experience

At least one (1) year of nursing experience.

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.

Compensation

The starting wage for this position is \$23.00 per hour; after successful completion of the mandatory six (6) month probationary period, increase to \$24.00 per hour. Following an additional six (6) month

period as a permanent employee, increase to \$25.50 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.

In the event a County vehicle is unavailable, this position may utilize his/her private vehicle and will be reimbursed for mileage at the State rate.

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. with a one hour lunch period.

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 fifty (50) 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.