POSITION DESCRIPTION

JOB TITLE: Public Health Nurse – Immunizations/Back

Up Communicable Disease/CHW

REPORTS TO: Director, Communicable Disease Nurse

APPROVAL DATE: 09/06/2023

About Roosevelt County Health Department

The Roosevelt County Health Department is operated by a dedicated team of individuals who have the physical and emotional health of Roosevelt County citizens as their primary concern. The programs are designed and operated to meet the highest priority needs of this population.

Position Summary

The PHN will report to the Director and work closely with the Communicable Disease Nurse. Twenty-four hours/week will be devoted to the support and effective implementation of the Immunization Program. Sixteen hours/week will ensure the Communicable Disease Program functions in times of high activity and when the Communicable Disease Nurse is absent. Until June 2024, the activities will be carried out while fulfilling the role of Community Health Worker.

Essential Functions

Immunization Nurse

* Administer ACIP recommended vaccines followed by approved documentation practices
* Vaccine storage and handling
* Client vaccine education
* Perform screenings for Women/Infants/Children (WIC)
* Vaccine program continuous quality improvement
* Plan and lead fall immunization clinics
* School immunization clinics for 6th graders
* Daycare immunization audits
* Ensure vaccine standing orders up to date
* Participate in upcoming year’s influenza ordering
* Communicate with the public about vaccine issues
* Ensure emergency kits ready at all times/monitor emergency medications for adequate stock and outdates
* Maintain adequate stock of all immunization supplies
* Maintain strict confidentiality

Back up Communicable Disease Nurse

* Conduct passive and active communicable disease surveillance
* Investigate, coordinate testing, and apply control measures to reportable disease cases in Roosevelt County
* Utilize MIDIS to report disease cases to MT DPHHS
* Provide excellent service to county schools
* Troubleshoot incoming calls to RCHD about communicable diseases
* Learn a basic understanding of outbreak notification and how to utilize a line list
* Provide STI testing and treatment
* Share call with other RCHD employees for 24/7 availability with MT DPHHS and potential rabies exposures
* Maintain strict confidentiality

Community Health Worker

* Connect people throughout Roosevelt County to Roosevelt County Health Department services and other Roosevelt County medical, mental health, and other services
* Assistant to the Director in programs that strengthen Roosevelt County Health Department’s outreach by assessing the health of the community (CHA), creating an improvement plan for health department work (CHIP), and by creating a strategic plan for the health department
* Assistant to the Director in programs that unify the response to mental health in Roosevelt County such as mental health coalition planning grant

Emergency Preparedness

* Maintain a functioning understanding of Incident Command System (ICS) 100, 200, 700, and 800.
* Participate in all exercises of RCHD and Roosevelt County Disaster Emergency Services as schedule allows
* Participate in monthly PHEP calls
* Attend annual regional PHEP deliverables conference in person or virtually

Narcan Distribution

* Distribute Narcan to requesting individuals and provide the necessary training to these individuals
* Complete training for Narcan distribution at hire and annually

Other Duties

* Maintain knowledge by training on hire and annually for HIPAA, Bloodborne pathogens, Tuberculosis, 340B medications, and every 2 years for Basic Life Support/AED
* Approach employment at RCHD as a team member. Assist other employees when help is needed on a project
* Perform other duties as assigned by the Director

Requirements/qualifications

* A bachelor’s (preferred) or associate degree in nursing
* An overall commitment to excellence in quality of work and outcomes
* Basic knowledge of human physical, nutritional and psychosocial needs
* Excellent assessment skills and experience making independent judgements
* Excellent writing, communication, interpersonal, and public relations skills
* Communicate effectively to individuals and groups, both verbally and in writing
* Develop a nurse-patient relationship rapidly about very personal subjects
* Work independently in challenging situations
* Follow detailed written and verbal directions
* Manage multiple tasks simultaneously
* Self-motivated to plan, organize, and complete work accurately with little direction
* Conducts self with honesty and integrity
* Excellent attention to detail
* Basic knowledge of federal, state, and local laws and regulations which impact RCHD
* Proficiency with computers including Microsoft Office (Word, Excel, Power Point)
* Ability to learn and operate health informatics/software data systems
* Prepare and maintain records, charts, and reports

Other Job Information

* The position is full-time – 40 hours/wk
* Salary range is $31.39 – $37.98, plus benefit package
* Regular in-state car travel with overnight stays is required. Mileage reimbursement at allowed GSA rates
* Ability to secure and maintain a valid MT driver’s license
* Ability to secure and maintain private liability insurance if own vehicle is used