



# CASCADE COUNTY

## Job Vacancy Announcement

*Submit all application materials to:*  
**Cascade County Human Resources Department**  
**325 2<sup>nd</sup> Ave N #108**  
**Great Falls, MT 59401**

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Public Health Nurse – Congregate Living Coordinator**      Schedule: **Full-time with Benefits**  
Salary: **\$22.61 - \$24.11 per hour DOE – BSN**      **\$20.98 - \$22.48 per hour DOE - ADRN**  
Department: **City-County Health Department**      Closing Date: **Open Until Filled**

### **Education/Experience/Training:**

- Registered Nurse with current unencumbered Montana License, Bachelor's Degree preferred.
- Experience with Long Term Care, customer service, public speaking and basic knowledge of health education preferred.

**Certifications:** Valid driver's license issued by the State of Montana. Basic Life Support Certification preferred.

**Applicants are REQUIRED to submit the following:** A completed Cascade County Employment Application and a copy of valid Nursing License issued by the State of Montana.

**POSITION DESCRIPTION:** The Congregate Living Coordinator Public Health Nurse (PHN) is responsible for providing professional and administrative services within the City-County Health Department (CCHD) to promote and maintain individual, group and community health primarily related to senior services and long-term care. This position will collaborate with the CCHD communicable disease program, including surveillance, follow-up of communicable diseases, public education, data collection, training and compliance, coordinate participation in community health activities, provide presentations on a variety of health topics and visit long-term care facilities. The nature of the work performed requires excellent interpersonal skills, communication skills and the ability to engage and function in work duties and activities where guidance and situations are frequently changing and perform other duties as required or assigned.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:** Work collaboratively with the COVID Coordinator to provide education and active communication to jurisdictional partners and community members about COVID-19 vaccination by: Developing and/or disseminating vaccine promotional materials that target underserved populations and increase vaccine confidence, developing and/or implementing a community plan and partnerships to address and overcoming vaccine hesitancy, developing strategic community partnerships to vaccinate congregate care populations, maintain proper storage and handling of vaccines, including the COVID-19 vaccine, provide support to the CCHD in its overall efforts and response to combat, control and prevent the spread of communicable disease, including COVID-19, work with medical terms and principles of exposure, infection, infectious period, potentially infectious interactions, symptoms of disease, pre-symptomatic and asymptomatic infection, isolation and quarantine and the requirements of current Federal, State and Local guidelines related to communicable diseases, including COVID-19, participate in requisite trainings, regular program meetings and quality monitoring improvement activities in order to ensure and enhance the quality of contact notification activities and program outcomes, conduct interviews and interact with individuals of varying and diverse backgrounds while adhering to and complying with all applicable confidentiality policies, practices and procedures, collect information and data in accordance with CCHD practices and protocol in accordance with all applicable CCHD data privacy and confidentiality policies, practices and procedures, comply with and strictly adhere to all CCHD and HIPAA policies, practices and procedures governing and controlling confidentiality and data security with regard to the handling of sensitive client information and protected health information, utilize and work with a computer, tablet and/or cell phone with appropriate access to required applications, databases and/or web-based platforms on a daily basis, employ and demonstrate excellent and sensitive interpersonal, cultural sensitivity and interviewing and customer service skills and build and maintain trust with individuals, groups, entities, agencies and businesses, perform other duties as required or assigned.

**Knowledge and understanding of:** Medical terms and principles of exposure, infection, infectious period, potentially infectious interactions, symptoms of disease, pre-symptomatic and asymptomatic infection, isolation and quarantine, storage and handling, administration and data reporting practices for vaccines, including the COVID-19 vaccines, information about side effects, myths and potential reasons for vaccine hesitancy related to vaccine, public health principles and practices and applicable public health laws, HIPAA privacy and security rules at the federal, state and local level, basic computer skills, including data entry, word processing and email functions using Microsoft Word, Excel and Outlook, modern office equipment, practices and procedures, CCHD and County rules, policies, procedures and functions, safety rules, procedures and practices, English usage, spelling, grammar and punctuation.

**Skills in:** Professional interpersonal communication, customer service and public relations, public speaking, organization and time management, accuracy and attention to detail, typing, data entry and word processing.

**Ability to:** Adhere to HIPPA and maintain strict confidentiality and compliance with multiple privacy and security rules, prepare and submit accurate, timely and detailed reports/records and maintain updated files, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, work in a team-oriented and collaborative manner with management, co-workers, multiple agencies or organizations, interact and communicate with the public and other employees in a professional, respectful and courteous manner and engage in effective conflict resolution, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, establish and maintain effective working relationships with other County departments, employees, federal and state agencies, private agencies and the public, multi-task and maintain concentration during frequent interruptions and meet challenges with resourcefulness in situations where guidance is frequently changing, understand and follow oral and/or written policies, procedures and instructions, communicate in a professional and effective manner with others, both orally and in writing, read, review, analyze, compile, comprehend information and materials, remain flexible and meet established timelines and/or deadlines, adapt to changes in the work environment, delays and or unexpected events, manage competing demands by changing approaches or methods to best fit the situation, respond appropriately to an emergency or crisis situation, employ and enforce safety practices and procedures, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, learn a significant amount of information in a short timeframe, perform duties accurately as an independent and self-managed individual while serving as an effective member of the CCHD team, organize and prioritize tasks and work environment to maximize efficiency, demonstrate punctuality and observe established work hours, work a flexible schedule.

**The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.**

**This position is covered and subject to the Collective Bargaining Agreement by and between Cascade County, Montana and Montana Nurses' Association.**

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**