



# 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**

Salary: **\$24.67 BSN**

Schedule: **Part-time with Benefits**

**\$23.07 ADRN**

**(The hourly wage may be increased up to \$1.00 per hour upon a determination by the Public Health Officer that an Applicant's prior nursing experience meets certain qualifying conditions)**

Department: **City-County Health Department**

Closing Date: **Open Until Filled**

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

- Bachelor's Degree in Nursing **or** Associate RN **with** two (2) years of experience in Healthcare or Social Services setting required.

### **Certifications:**

- Valid license to practice nursing in the State of Montana. **Copy must be submitted with application.**
- Valid Driver's License issued by the State of Montana or the ability to obtain within 30 days of hire.

**NOTICE:** AS A HEALTH CARE FACILITY PURSUANT TO MCA § 50-5-101, THE CITY COUNTY HEALTH DEPARTMENT IMPLEMENTS REASONABLE ACCOMODATION MEASURES TO PROTECT THE SAFETY AND HEALTH OF EMPLOYEES, PATIENTS, VISITORS, AND OTHER PERSONS FROM COMMUNICABLE DISEASES. EMPLOYEES WHO DO NOT MEET AN EXEMPTION, WILL BE REQUIRED TO HAVE CERTAIN VACCINATIONS AND IMMUNIZATIONS OR WEAR A MASK.

### **POSITION DESCRIPTION**

The Public Health Nurse's (PHN) primary function within the CCHD (City-County Health Department) – Family Health Services Division is to provide a variety of generalized public health nursing services focused on improving maternal and child health, preventing child abuse and neglect, encouraging positive parenting and promoting child development and school readiness. The PHN promotes, identifies and teaches social, behavioral and positive healthy habits to pregnant women and parents of young children while using a core set of interventions including newborn screening and vaccinations. The PHN provides resources to pregnant women, families and foster parents, particularly those considered "at-risk" with necessary resources and skills to raise children who are physically, socially and emotionally healthy and ready to learn. The PHN engages families in healthy living practices while being culturally sensitive, non-judgmental and empathetic to the client's personal needs and provides families with information about injury prevention, available community resources and services and assists parents in developing and fostering healthy self-concepts, self-help skills and self-reliance. Facilitates parenting classes and has active involvement with various community committees and collaborative efforts with community partners, staff and agencies and performs other related duties as required or assigned.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Identifies physical, social and emotional health needs of individuals, families and populations groups through systematic assessment utilizing professional nursing skills, health histories and health data, coordinates plans for services and nursing interventions in coordination with nutritionists, social workers, home visitors, medical providers and other professional workers involved with the individual and /or family health, drives to families homes to provide newborn screenings, weight checks and delivers health, educational, nutritional and child growth and development information to caregivers as needed, promotes the health of individuals, families and the community through individual and public education, support and appropriate interventions for prevention and health maintenance, assists families in improving the condition and quality of family life, improving parenting skills and helping parents access medical care for their children, coordinates with parents to ensure prenatal, well-child exams, immunizations, health screenings and nutrition assessments are complete and necessary follow-up occurs, assists and supports families in locating resources and scheduling appointments with community resources that best meet their needs and ensures seamless quality services for all enrolled pregnant women, children and their families, demonstrates ability to assume primary responsibility for planning and implementing of home visits and activities with parents of young children, prenatally through kindergarten, serves as a liaison among medical and social service providers in the community and acts as an advocate for these families, participates in health department injury prevention programs and collaborative efforts in the community, documents all interactions with or on behalf of the client accurately and in a timely manner in accordance with program requirements, maintains accurate written/electronic records including health information, assessments, screening instruments, anecdotal observations and other required forms, prepares and submits required data reports and assists with collection of program specific data, coordinates activities of nursing interns as needed, attends and participates in required model trainings and fulfills the minimum amount of yearly professional development hours, maintains assigned caseloads and conducts home visits with families in accordance to program guidelines, works as a team player with staff, parents and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives, works with families/individuals of various cultural, social economical and educational backgrounds children in a culturally sensitive, empathetic, non-judgmental, respectful and professional manner, establishes and maintains productive working relationships with fellow

employees, supervisors and the public, reports all suspected child abuse and neglect as required by law and documents accordingly, informs supervisor of all possible reports prior to reporting to the child abuse hotline, performs duties efficiently and effectively, follows all County and Agency policies and procedures, maintains strict confidentiality of sensitive information.

***Knowledge and understanding of:*** Infant, child and maternal health and nutrition, pregnancy conditions and breastfeeding, early childhood development, mental health and developmental conditions, community resources and skills to link families with appropriate agencies and services, use of nursing process, community coalition work, cultural sensitivity, Motivational Interviewing, teaching and learning principles as required by model developer, MECHV and HDIS data systems, screening tools, CCHD and HIPAA privacy and security rules, policies and procedures, Microsoft Office including Outlook, Word, Excel and the Internet, County and Department safety policies and procedures.

***Skills in:*** Making significant decisions and effective problem solving with families regarding a variety of medical, social, developmental and nutrition issues, utilizing computer in managing individual family and agency data to meet essential job requirements, working with families with diverse social, economic and cultural backgrounds in an empathetic, non-judgmental, respectful and professional manner, effective and professional communication, both oral and written, in person or by telephone, efficient time management and organization.

***Ability to:*** Monitor and move quickly in order to respond to children who are very active in order to ensure their safety, work flexible schedule to accommodate family needs, may include some evening or weekend hours, regularly kneel, bend and sit on the floor to attend to child's needs, occasionally lift up to 50 pounds, adhere to a high degree of confidentiality and sensitivity towards families involved and maintain confidentiality and compliance with HIPAA privacy and security rules, work collaboratively with supervisors, co-workers and other individuals and agencies, establish effective working relationships with other County employees, federal, state and private agencies and the general public, demonstrate excellent customer service skills, work independently and as a team member with minimal supervision, work with families/individuals of varying and diverse with diverse social, economic and cultural backgrounds in an empathetic, non-judgmental, respectful and professional manner, multi-task with good time management and organizational skills, adapt to changes in the work environment, manage competing demands, change approach or method to best fit the situation, deal with frequent change, delays and unexpected events, meet challenges with resourcefulness through original thinking and creativity, use logical and creative thought processes to develop solutions per written specifications and/or oral instructions, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology, communicate effectively with others in technical and non-technical terms, read, analyze, comprehend and compile information and materials, meet established timelines and or deadlines, observe required work hours and demonstrate punctuality, observe established lines of authority, proficiently operate a computer and a variety of office equipment to complete required job duties, safely operate County vehicles, perform other duties as required or assigned.

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**