

JOB POSTING FOR LEWIS AND CLARK COUNTY

Position Title: Part-Time Licensed Practical Nurse – LPN – Public Health

Organization: Lewis & Clark County Public Health

Pay Rate: \$21.07 to \$22.31 per hour

Position Type/Status: Regular, Part-time, Non-exempt

Closing Date: Open till filled

Lewis & Clark County Public Health is hiring for a Part-Time Licensed Practical Nurse (LPN). Under direction of the Public Health Nurse Supervisor, this position regularly performs immunization clinics (internal and off-site), Immunization Outreach, Immunization education, childcare immunization reviews and will assist RNs, as needed, in public health education, communicable disease surveillance and investigations, health screenings, school immunization record reviews, and rural school nursing. Other nursing duties as assigned.

Public Health offers a flexible work environment and is family friendly. We pride ourselves on leadership who supports professional development and commitment to service.

Who We Are

Public Health is Your Health! Most people don't understand what public health is or how it impacts their daily lives. The "This Is Public Health" campaign was designed by the Association of Schools of Public Health to let people know that public health affects them on a daily basis and that we are only as healthy as the world we live in.

Mission Statement

Our mission is to improve and protect the health of all Lewis and Clark County residents.

Benefits

Lewis and Clark County offers a competitive benefits package!

Includes:

- Health Coverage – 2 Types of Health Plans which includes medical, dental, vision, and pharmacy coverage.
 - Traditional Plan;
 - High Deductible Health Plan;
- Retirement plans;
- Paid Vacation and Sick Leave and Holidays;
- Employees are provided with \$25,000.00 of Life Insurance and \$25,000.00 of AD&D insurance as a new employee;

- Wellness Screening Incentive;
- Gym Membership Reimbursement;
- Voluntary Supplemental Life Insurance;
- Public Service Loan Forgiveness (PSLF) – Employment with the County may qualify you to receive student loan forgiveness under the PSLF. Look here to learn more and see if you may qualify!
 - <https://fed-pro.org/public-service/>

Other Benefits

Includes:

- Working in a fast-paced environment;
- Opportunity to serve on a variety of different committees;
- Professional development and training opportunities;
- Cost of living increases;
- Market adjustments;
- Step based wage increases;
- Paid parental leave.

Duties

- Reviews immunization records for community, facilities, clinics, schools;
- Provides education and appropriate vaccination to clients planning international travel;
- Conducts patient health assessments prior to administering care;
- Administers recommended Immunizations during on-site Immunization clinics and off-site events to all age groups;
- Performs venipunctures for routine laboratory procedures;
- Provides patient and family education for all recommended and required vaccines;
- Assists RNs with communicable disease surveillance and contact tracing, health screenings;
- Assists RN with communicable disease/Sexually Transmitted Disease investigations;
- Maintains clinical records;
- Conducts communicable disease contact tracing activities;
- Assists RNs to provide school nurse services;
- Cleans clinic rooms and equipment;
- Assists with supply and vaccine inventory management;
- Participates in quality improvement activities;
- Responds to citizen or community inquiries;
- May perform receptionist and clerical duties;
- Performs other duties as assigned.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required for this job. Duties, responsibilities, and tasks may change with or without notice.

Examples of Knowledge

- Knowledge federal, state and county public health statutes and ordinance;
- County policies and procedures;
- Public Health policies and procedures;
- Principles and practices of public health nursing;
- Measures and techniques of communicable disease prevention;
- Professional ethics, standards, practices and responsibilities;
- Patient education and support techniques;
- Methods and techniques of general nursing care;
- Immunization schedule(s) for Children, adolescents, and adults;
- Infection control measures and practices;
- Electronic medical records;
- HIPAA and records confidentiality regulations pertaining to medical records.

Examples of Skills & Abilities

- Ability to perform nursing skills including but not limited to medication administration, testing, venipuncture and injections according to prescribed standards;
- Understand and follow standing orders;
- Use common office machines;
- Ability to follow protocol;
- Maintain medical records according to prescribed clinic standards;
- Communicate effectively orally and in writing;
- Provide patient care according to prescribed standards;
- Use medical instruments and equipment according to prescribed standards; access and maintain patient medical records According to prescribed standards;
- Operate computer systems and related software, including word processing and spreadsheet programs, web-based programs;
- Establish effective working relationships with fellow employees, supervisors, and citizens;
- Must be able to travel off-site to provide services, education, and other assigned duties.

Qualifications

The knowledge, skills and abilities required for this position are typically acquired through completion of an accredited nursing program and one (1) year nursing experience. Current licensed practical nurse licensure in Montana and CPR certification required. Immunization administration experience preferred. Incumbent may be required to obtain additional training specific to emergency preparedness.

Special Requirements

- Must be current Licensed Practical Nurse in Montana and CPR certified;
- Must have current BLS certification;
- Some travel may be required.

Physical Demands

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 20 pounds. Position requires knowledge and use of typical office equipment including telephone, copiers, fax machines and personal computer. Position requires frequent contact with patients, fellow employees, service agencies and citizens. This position may be assigned additional duties or tasks as part of a response to a public health emergency.

Application Instructions

Applications for this position are accepted online only through our career portal. [Job Opportunities - Lewis & Clark County \(lccountymt.gov\)](#)

www.lccountymt.gov/Government/Human-Resources/Job

The following items are required along with the on-line application:

- Resume
 - Attach resume to online application in designated section
- Cover Letter
 - Attach cover letter to online application in resume upload section as well. More than one document can be uploaded.

For questions on this position or on the application process, please call (406) 447-8316 or e-mail kgrose@lccountymt.gov.

Disclaimer: Equal Opportunity Employer