



City and County of Butte-Silver Bow, MT
Nurse Practitioner-Family Planning Clinic

SALARY	\$92,560.00 - \$95,680.00 Annually	LOCATION	Silver-Bow County, MT
JOB TYPE	Full-time Regular	JOB NUMBER	2023-077-03
DEPARTMENT	Health Department	OPENING DATE	03/25/2024
CLOSING DATE	4/8/2024 11:59 PM Mountain	FLSA	Exempt
BARGAINING UNIT	N/A		

Description

General Statement of Duties

The Advanced Practice Registered Nurse will have a primary focus on providing clinical expertise to staff and increasing access to high-quality family planning and reproductive health services for all people of reproductive age - including adolescents, young parents, and underserved or marginalized populations.

Distinguishing Features of the Class

This is skilled technical and administrative work involving the quality and safe delivery of family planning, contraceptive and sexually transmitted disease services. Care includes complete physical exams, determination of disorders, treatment, or referral. The work is performed under the general direction and supervision of the Health Officer and Assistant Director, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with departmental employees, patients and their families, and other health care professionals. This position may have oversight of public

health nurses and other clinical staff and would assist with hiring new staff, performance evaluations and recommendations for improvement or discipline as it relates to job performance if necessary.

Duties/Responsibilities

Examples of Essential Work (Illustrative Only)

- Assesses the client's family planning needs.
- Promotes and maintains the health of individuals by providing patients with counseling and education in family planning methods and related health problems such as sexually transmitted infections, vaginal infections, diet, preventative health measures and normal growth and development.
- Gather health histories, perform physical examinations and diagnostic procedures.
- Provides counseling and information on birth control methods and nutrition.
- Conducts pregnancy testing, referral and counseling.
- Writes prescriptions, dispenses contraceptives and medications for the treatment of infections and sexually transmitted disease and provides patient and family education.
- Consults with other health care professionals in the effective treatment, care and referral of patients.
- Completes all related medical record documents including assessment and care plans.
- Maintains patient files and follow-up contact.
- Performs duties in accordance with the Nurse Practice Act of Montana and Health Services Division policies and procedures and Title X medical guidelines. Ensures we are meeting contractual agreement with BridgerCare.
- Attends monthly Family Planning meetings and attends trainings.
- Documents patient charges for services, medication, equipment and supplies.
- Participates in the development and implementation of educational programs for staff, patients, families and the community.
- Attends meetings, conferences and workshops as requested and authorized.
- Performs related work as required.
- Clinically supervises registered nurses in the family planning clinic and other RN's as necessary.
- Stays abreast of new technologies and treatments for sexually transmitted infections.
- Assists in developing and implementing quality improvement projects in the areas of reproductive health or other relevant subject matters as indicated by our Community Health Needs Assessment.
- Contributes to the accreditation process in relevant QI projects, setting goals and striving for an overall culture of excellence.

Qualifications

Required Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices and procedures of public health nursing and related public health laws and regulations.
- Skills in delegating and empowering staff and being a good role model.
- Excellent leadership skills.
- Ability to work both independently with a high level of autonomy and within a team environment to accomplish objectives in a timely manner.
- Thorough knowledge of current drug therapy, medical treatment and therapeutic interventions.
- Thorough knowledge of current methods of contraception and family planning counseling techniques.
- Good knowledge of the functions and programs in the community and other health and social service agencies and their available public health resources.
- Good knowledge of the use of medical equipment and supplies.
- Skill in patient care and counseling.
- Skill in operating and maintaining patient care equipment.
- Ability to perform advanced practice nursing duties in a professional manner, complying with all laws, rules and regulations.
- Ability to evaluate, document and communicate patient care plans to other health care professionals, patients and their families.
- Comprehensive knowledge of video communication technology (WebEx, Zoom, Microsoft Teams, etc.)
- Ability to maintain patient confidentiality; safeguards protected health information and financial information utilizing HIPPA.
- Ability to accurately document charges for reimbursement and compliance with Title X programs.
- Ability to communicate well with Health Services employees and supervisors, other health care professionals, patients, family, hospitals and other health care agencies; both orally and in writing, using both technical and non-technical language.
- Ability to establish and maintain effective working relationships with other employees, supervisory personnel, health care professionals, health care agencies, patients and families.
- Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions.
- Ability to operate a personal computer using standard word processing, spreadsheets and database applications appropriate to job responsibilities.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of technical medical and administrative tasks with accuracy and speed under the

pressure of time-sensitive deadlines.

- Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to manage, direct and supervise other employees in the clinical operations of the clinic and other public health areas.
- Ingenuity and inventiveness in the performance of assigned tasks.
- Develops health care team staff by providing information, educational opportunities, and experiential growth opportunities.

Acceptable Experience and Training

- Graduation from an accredited college or university of recognized standing with a Diploma or bachelor's degree in nursing supplemented by completion of an accredited Nurse Practitioner program; and
- Current unrestricted state Nurse Practitioner license is required.
- Some experience in women's health or family planning; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Must possess a current Montana Driver's license or have the ability to obtain one within a reasonable period of time after employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with patients, families, employees, health care professionals, applicants for employment, interviewees, and the public.
- Sufficient vision, with or without reasonable accommodation, which permits the employee to make comprehensive visual examinations of health conditions and to record and review a wide variety of written reports and visual materials in both electronic and hard copy forms.

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard, draw blood, give immunizations, handle small objects and make handwritten notations.
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to perform physical examinations and transport materials or supplies weighing up to 30 pounds.

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.

The City-County of Butte SilverBow is an Equal Employment Opportunity Employer. It does not discriminate on the basis of race, color, religion, sex, age, national origin, physical disability, or veteran status.

****The person hired for this position does not have to reside in Butte Silver Bow County and is able to reside outside of the County Boundaries****

Benefits

The City-County of Butte-Silver Bow offers a comprehensive employee benefits package that includes:

- Low-cost health insurance plan with dental and vision coverage for employees and dependants
- No-cost life insurance,
- A confidential and free employee assistance program
- Retirement savings accounts
- Permanent employees accrue vacation leave, sick leave, and paid holidays
- Voluntary supplemental coverages
- Dependent care flexible spending accounts
- Medical flexible spending accounts
- Health savings accounts

Benefit eligibility may be determined by length of service and/or employment status.

Agency

City and County of Butte-Silver Bow, MT

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