



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: COMMUNITY HEALTH NURSE

DEPARTMENT: HEALTH DEPT

If you have any questions about this position vacancy please call: 406-751-8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MFPE #520

FULL TIME     REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE:            \$29.73            per hour

PART TIME     SEASONAL

SALARY AT:

1 Year Step            \$31.22            per hour

2 Year Step            \$32.00            per hour

3 Year Step            \$32.80            per hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Community Health Nurse	<b>Job Code:</b> 13100
<b>Department:</b> Health Department	<b>Pay Grade:</b> Health 8 or 9
<b>Reports to:</b> Program Manager/Supervisor	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. As a division of the health department, the Flathead Community Health Center provides clinical services to the community, including acute, chronic and preventative medical care and education for people of all ages through the patient centered medical home clinical services; a 340B pharmacy program to assist in the purchase of medications for patients who cannot pay; urgent and non-urgent dental care; reproductive health services such as physical exams, contraceptive supplies, pregnancy testing, counseling, STD testing, treatment and follow up; and case management services to high risk Medicaid recipients.

**Job Summary:** Under the supervision of a designated program manager or supervisor where applicable, performs a variety of public health nursing services in clinics, homes, schools, and institutions.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Identifies the physical, social, and emotional health needs of individuals, families, and communities through systematic assessment utilizing professional nursing skills, health histories, physical assessments, laboratory data and other tools and data;
- Makes visits to client's homes, day care center, foster homes, schools, and related care facilities; investigates for communicable diseases; conducts inspections for compliance with state regulations.
- Develops and implements nursing care plans by providing nursing care or appropriate referral to area agencies and practitioners; monitors client's; maintains documentation on clients; determines eligibility of clients for participation in programs.
- Promotes and maintains health of individuals, families, and the community through education, counseling, and appropriate preventive and rehabilitative measures; provides a variety of health related classes and talks to groups.
- Administers immunizations to infants, senior citizens, program participants, and the public.
- Adheres to established nursing procedures and agency Bloodborne Pathogen Exposure Control policies at all times.

- Provides answers to health-related questions and a variety of health information to the public upon request.
- Participates as the department representative on a professional or community association; assumes responsibility as resource for an assigned department function.
- Attends program related meetings and conferences, which may require overnight stays.
- As assigned, assists Community Health Services Director with administration and reporting for public health nursing contracts.
- Performs related work as assigned.

**Physical Demands and Working Conditions:**

Work is performed in an office environment and the community and requires typical range of motion and physical agility associated with the operation of equipment required to fulfill the duties of this position. The employee has occasional to frequent contact with body fluids and appropriate personal protective equipment is required.

**Supervision Exercised:** The primary function of this job is not in a supervisory capacity.

**Knowledge, Skills, and Abilities:**

- Knowledge of human development, public health nursing principles, and practices and standards of nursing.
- Skill in performance of all aspects of patient care and assessment including direct care, counseling, guidance, motivating patients for change and applying public health principles into practice.
- Ability to accept and utilize supervision and/or consultation.
- Ability to communicate effectively verbally and in writing.
- Ability to be sensitive to the needs, concerns, and rights of others.
- Ability to establish and maintain effective working relationships with peers, other agency personnel, and the public.
- Ability to assume responsibility for assigned tasks as directed.
- Ability and willingness to travel.

**Education and Experience:**

- Bachelor's degree in nursing from an accredited university school of nursing including academic and experiential preparation in public health nursing. The program must be accredited by the National League for Nursing. (May be waived for Associates Degree in Nursing and equivalent experience in position specific to job duties.)
- Possession of a current license to practice as a registered nurse in the State of Montana.
- Possession of a valid Montana driver's license, proof of insurability, and safe driving record.

**Pay Classification:** Registered Nurses with a Bachelor of Science Degree will be placed at Grade 9 in the Health Department matrix. Associate Degree Registered Nurses will be placed at Grade 8 in the Health Department matrix.

<u>Action</u>	<u>Date</u>	<u>Reference</u>
Adopted	05/18/2009	Commissioners' Minutes
Revised	11/26/2012	Commissioners' Minutes
Revised	10/01/2013	Commissioners' Minutes
Revised	03/12/2019	Commissioners' Minutes

I have received, reviewed and understand the position description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under conditions as described.

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Employee Signature

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Date

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Printed Name