



PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Health-Nursing

Supervisor: Nursing Supervisor

Current Classification:

Pay Grade: I6 Salary \$15.60 - \$23.39

Title: School Nurse

Non-Exempt

16 hours/week - .40 FTE

II. ASSIGNED DUTIES AND TASKS

Position overview: For 16 hours a week this position will act as the Shield's Valley School Nurse (travel time paid for from Livingston, County vehicle available for use, gas covered). This individual will promote health maintenance to the Shields Valley School District through facilitating screenings, assessments and immunization clinics, creating individual education plans for students with special needs, referring families in need to local services, and providing simple classroom health related lessons.

All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

A. SCHOOL NURSING

1. Review for compliance all students' immunization statuses with Montana Immunization Standards. Provides follow up to students who are missing immunizations. Offers in-school immunization clinics throughout the year.
2. Participates in the school team to create individual education plan for students with varying health needs. Provides education to teachers and staff in relation to special health care needs and medication.
3. Perform various screenings (vision, hearing, dental, height/weight, nutritional, developmental) and facilitate follow up with providers as needed.
4. Provide health education and resources to students, faculty, families (parents) and the Shield's Valley Community.
5. Completes required documentation for programs by recording and keeping records on individual students/clients. Complete and submit Montana Annual Immunization Status Report to DPHHS yearly for school. Complete and submit monthly nursing reports, time sheets and travel logs according to designated deadlines.

6. Monitors students' school absences, facilitates reporting of same to health department weekly, reports incidence of reportable infectious diseases and performs follow-up with necessary referral for treatment as needed.

7. Keep current in knowledge of community health school nursing; attend continuing education opportunities as available and resources allow.

B. IMMUNIZATION

1. Responsible for small immunization inventory, including the state's Vaccines For Children program. Logs inventory as directed by State assuring compliance and accuracy.

2. Administers Hepatitis B vaccinations to adult school employees in accordance with the school district's Blood borne Pathogen Policy. Conducts Blood borne Pathogen continuing education yearly for school personnel.

3. May be asked to assist with flu or other immunization clinics throughout Park County as time allows.

D. OTHER DUTIES AS ASSIGNED

Performs other duties as assigned by Nursing Supervisor. This includes special projects and a variety of other functions as needed. This is a multi-faceted job that may require many different hats worn in a day. Ability to work independently while understanding the importance and value of collaboration is a must.

III. KNOWLEDGE

This work requires knowledge in simple pediatric physical assessment, nursing diagnosis and nursing process, immunization schedules, and asthma medication and physiology. Strong interpersonal skills and ability to relate with others a must.

Defensive driving in all road conditions. Ability to work successfully with other professionals. Must be familiar with medical terminology, medical and legal guidelines. Must be able to operate a computer, have skills in word processing, data entry and specialized programs as necessary. Must be able to operate fax, copier and cell phone.

Education and Experience

Bachelor's Degree in nursing (can be LPN) preferable with Public Health emphasis but not necessary. Experience working with the public and people of varying backgrounds. Experience in school nursing or Public Health would be most helpful.

CERTIFICATES, LICENSES, REGISTRATIONS:

Montana State Board of Nursing License – in good standing.

Current valid Montana Driver's License

IV. ACCOUNTABILITY

This position is accountable for providing school nursing services to the school population in the rural district of Shields Valley. These services are part of the comprehensive efforts to improve child health status in the state, as provided for Maternal and Child Health Block Grant

V. CONFIDENTIALLY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding students, immunization clients and school personnel. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy of students, immunization clients and school personnel and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems. Work objectives and priorities are defined by Montana Asthma Home Visiting grant, Immunization Grant, County Commissioners and Nursing Supervisor, and Individual School Districts.

VII. PERSONAL CONTACTS

This position has contacts with the general public, families, county personnel, elected officials, department heads, and school personnel in order to be responsive to questions and inquiries regarding school nursing, immunizations, and home visiting.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

A motivated and well-organized individual is a must in this multi-faceted job. Also a must is an individual who is able to work with people of varying backgrounds and is able to set aside judgements and meet people 'where they are at'.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle or feel. The employee is required to reach with hands and arms. On a regular basis, the employee is required to talk or hear. May need to walk or climb over rough uneven surfaces.

The employee must occasionally lift and/or move up to 10 pounds; moving. May experience exposure to chemicals, toxic, and hazardous materials. May require occasional use of protective

clothing and/or equipment. Could have periodic travel outside of county and/or state for educational conferences, professional meetings, and public hearings.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

IX. APPROVAL AND DATE

Commission:

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Department Head/Supervisor:

Signature: _____ Date: _____

Name: _____

Human Resource Manager:

Signature: _____ Date: _____

Name: _____

Employee:

Signature: _____ Date: _____

Name: _____