Position Information: Public Health Nurse I (preferred) or a Community Health Specialist I

Expected Start Date: As Soon as Possible

Salary Range: Depending on position filled and experience: Based on 37.5-hour work week. 100% FTE (full time equivalent) per month. Generally, starts at $4,200 per month with a range to $4631 per month.

Benefits: Public Retirement System; Employee Assistance Program (EAP); $650.00 monthly contribution towards NETCHD medical insurance plan; $50 monthly contribution to VEBA savings account; holiday, vacation, and sick leave benefits; $40,000 term life insurance; $1,000 dependent life insurance; long term disability; Life Flight

Reports to: Director of Community Health

Works With: All Divisions of Northeast Tri County Health

Position Location: Colville

Application Deadline: September 7th, 2017 by 3:00 p.m.

Apply to: Northeast Tri County Health District
240 E. Dominion Ave.
Colville, WA 99114
(509) 684-1301

APPLICATION REQUIREMENTS: All applicants must complete a Health District employment application to be considered. This position requires the applicant to communicate effectively both orally and in writing

INTERVIEW PROCESS: Those applicants selected for interviews will be notified for appointments. Only applicants receiving an invitation for an interview will be contacted further.

NETCHD: The Northeast Tri County Health District is made up of Ferry, Pend Oreille and Stevens Counties. The administration offices are located in Colville at 240 E. Dominion Avenue. Programs of the Health District include community and environmental health services such as nutrition programs, maternal and child health programs, communicable disease control, restaurant inspection and on-site sewage inspection. The Health District is publicly funded and is governed by the Board of Health, made up of elected officials from Ferry, Pend Oreille and Stevens Counties.

USE OF AUTOMOBILE: For positions that require use of an automobile, employees may be expected to use their own personal vehicle. Proof of insurance and a valid Washington drivers’ license or ability to obtain same is required.

Northeast Tri County Health District office is a non-smoking environment
Northeast Tri County Health District is an equal opportunity employer
Northeast Tri County Health District is an ADA compliant employer
Northeast Tri County Health District is a drug and alcohol free workplace
Job Description
Public Health Nurse I

Definition

This is an entry level position under the supervision of the Community Health Director. Individuals in this position are responsible for providing community public health services to members of the public through multiple programs conducted at Northeast Tri County Health District. Individuals in this position provide guidance to families, groups and the community in health prevention, public health, and prevention of disease. A Public Health Nurse I works with other service-providing agencies, health providers and the private sector to obtain or coordinate services for clients providing interventions to improve individual health as well as community-wide health services.

Program Activities

The following program activities may be covered under this job specification:

- Communicable Disease
- Disease Outbreak Investigation/Control
- Tuberculosis Testing and Control
- Children with Special Health Care Needs
- Immunization Program, including the Vaccine for Children Program
- Maternal Child Health
- Women, Children, Infant Nutrition (WIC) Program
- Early Head Start Consultations
- Public Health Emergency Planning and Response

Essential Functions of the Job

- Work in clinics using knowledge and principles of registered nursing;
- Performs client intake and history for a variety of Health District programs;
- Evaluates family environment, family interactions and parenting skills, and health issues;
- Provides immunizations to children and adults with knowledge of and ability to explain side effects, advantages, and proper sequence of administration;
- Instructs individuals and groups in immunizations, reproductive health, hygiene, and health prevention activities;
- Performs lab work and other screening procedures (including blood pressure, heights, weights, hemoglobin) and ability to explain significance of results to client;
- Certify clients for WIC (Women, Infants, and Children Nutrition Program) by obtaining financial, medical, dietary, and psychological history as required by Federal and State WIC requirements;
- Conducts investigations of communicable disease, provides education, appropriate follow up, and entry of information into state system;
- Administration of TB skin testing and interpretation of results;
- Participates in communicable disease outbreaks investigation and control;
- Provide skilled nursing services in response to public health emergencies;
• Participates in community activities such as community-wide health assessment and health improvement planning including convening groups to address specific health issues;
• Performance of all work tasks and interpersonal communications in alignment with Northeast Tri County Health District Personnel Policies;
• Ability to protect the privacy and security of protected health information as defined by State and Federal HIPAA law.

This classification involves extensive interaction with a diverse population of clients; federal, state, and local governmental agencies; business and facilities; medical personnel; community-based agencies; and department personnel to conduct essential functions of community health. Duties include the application of public health principles and practices, and the development of effective working relationships utilizing tact, diplomacy, and sensitivity when communicating in person or in writing.

An employee assigned to this classification will work under the close supervision of the Division Director and other supervisory staff. Well-defined directives and procedures directly cover the work; strict conformance is required. Work assignments are both general and specific in nature, and are received in both verbal and written form. Instructions received define overall objectives, with minimal specificity regarding how to proceed with assignments, however, the Division Director and supervisory staff are available for consultation. Unusual problems or situations are mutually discussed with the Division Director or supervisory staff, depending on the situation.

This is a “summary” of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

Knowledge, Skills, Abilities, and other Job Requirements

• Knowledge of professional nursing principles, practices, and techniques;
• Knowledge of Community Health programs and services, including the ability to implement and assess effectiveness;
• Symptoms, treatment, and control of disease processes; medical terminology; human anatomy and physiology;
• Medical record keeping, report writing, data entry and referral to social services agencies;
• Familiarity with medical equipment associated with the job;
• Knowledge of pharmaceuticals, side effects and possible complication of use;
• Knowledge of community health data, use of data to educate community members;
• Provide services to clients in clinic or home addressing specific concerns outlined in a care plan or as directed;
• Work effectively with community and agency personnel;
• Ability to provide education and health counseling services to patients, families and the community;
• Ability to establish and maintain effective working relationships with a diverse client population;
• Provide patient education, care, or referral for communicable disease and a variety of related health issues as directed;
• Assists families in locating resources and referring as appropriate;
• Prepares and presents information regarding nutrition, meal planning and other topics to individuals and groups;
• Prepares and presents information regarding various health related topics to individuals and community groups;
• Coordinates/implements specific outreach strategies for reaching individuals in need of screening and/or services;
• Gather and compile client information for database input;
• Maintains client and family charts including updating files;
• Completes time sheets for program service and cost allocation;
• Attends regular staff meetings, trainings, workshops as required;
• Communicates with agencies to be aware of resources and current programs available;
• Ability to work in a fast paced environment independently by multi-tasking, demonstrating attention to detail through use of problem solving and effective time management skills;
• Ability to prioritize workload and adapt to changes in workload and assignments;
• Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity;
• Friendly, cooperative manner and a good team spirit;
• Computer literacy including Microsoft Office Suite (Word, Excel, Power Point, Publisher, and Outlook)
• Possession of a valid driver’s license (or ability to obtain same) and an acceptable driver’s abstract is required prior to employment;
• Ability to successfully pass a background investigation;
• Other duties as required

Qualifications:
• Valid license to practice as a Registered Nurse in the State of Washington, or ability to obtain same, is required;
• A Bachelor’s of Science in Nursing is preferred.
• Prior experience in public health is preferred.

Working Conditions and Physical Requirements:
• General working conditions are indoors within a controlled environment;
• Duties of the classification require sitting for long periods while using computer or office equipment;
• Occasional travel required to attend meetings, conferences, health fairs, offsite clinics, trainings, etc. In these instances, adverse weather conditions may be experienced;
• A Health District vehicle will be provided for use. However, as a condition of employment, employees may be required to utilize their private vehicles in the performance of their duties but will be reimbursed for mileage;
• This is a Fair Labor Standards Act non-exempt position which may require some overtime or adjustments to normal working hours as required to accomplish the essential functions of the job;
• Visual acuity to read and review reports, patient records, data entry, correspondence, etc;
• Strength enough to lift, pushes, or pull equipment weighing up to 50 pounds.

Northeast Tri County Health District is an Equal Opportunity Employer

Approved by: Matt Schanz, Administrator, August 2017
Judy Hutton, Community Health Director, August 2017
Job Description
Community Health Specialist I

Definition

This is an entry level position under the supervision of the Community Health Director. Individuals in this position are responsible for providing community health services to members of the public through multiple programs conducted at Northeast Tri County Health District. Individuals in this position support the implementation of prevention strategies, community health promotion programs, and policy development efforts. The work involves considerable individual client contact managing referrals to community programs and resources, and extensive contact with community groups and organizations to implement programmatic initiatives. Community Health Specialists work requires effective collaboration with clients, community members and coalitions, businesses, schools and other organizations, and outreach at community events. The position also requires the ability to instruct individuals and groups in preventive health and disease control.

Program Activities

The following program activities may be covered under this job specification:

- Communicable Disease
- Disease Outbreak Investigation/Control
- Children with Special Health Care Needs
- Maternal Child Health
- Women, Children, Infant Nutrition (WIC) Program
- Early Head Start Consultations
- Public Health Emergency Planning and Response

Essential Functions of the Job

- Develop, facilitate, and support community partnerships to promote the health of the population;
- Solicit community-based input from individuals and organizations and gather information that will inform development of public health policy and programs;
- Provide and organize community education and convey public health information using a variety of approaches;
- Recruit and support community members for engagement in coalitions, work groups, advisory groups, and public health initiatives;
- Provide administrative support, resources and technical assistance to community organizations regarding public health programs and issues;
- Provide information and engage community partners in use of best and promising practices;
- Identify mechanisms to monitor and evaluate department and community-based public health programs for effectiveness and quality;
- Participate in department and community-based public health program planning processes;
• Complete, track and report contract and grant deliverable activities for various department and community-based public health programs;
• Develop information, educational marketing, or outreach materials for department and community-based public health programs;
• Performs client intake and history for a variety of Health District programs;
• Conducts investigations, case finding and epidemiological investigation of communicable disease; entry of information into state system;
• Participates in communicable disease outbreak investigation and control;
• Participates in providing community health services in response to public health emergencies;
• Performance of all work tasks and interpersonal communications in alignment with Northeast Tri County Health District Personnel Policies;
• Ability to protect the privacy and security of protected health information as defined by State and Federal HIPAA law.

This classification involves extensive interaction with a diverse population of clients; federal, state, and local governmental agencies; business and facilities; medical personnel; community-based agencies; and department personnel to conduct essential functions of community health. Duties include the application of public health principles and practices, and the development of effective working relationships utilizing tact, diplomacy, and sensitivity when communicating in person or in writing.

An employee assigned to this classification will work under the close supervision of the Division Director and other supervisory staff. Well-defined directives and procedures directly cover the work; strict conformance is required. Work assignments are both general and specific in nature, and are received in both verbal and written form. Instructions received define overall objectives, with minimal specificity regarding how to proceed with assignments, however, the Division Director and supervisory staff are available for consultation. Unusual problems or situations are mutually discussed with the Division Director or supervisory staff, depending on the situation.

This is a “summary” of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

Knowledge, Skills, Abilities, and other Job Requirements

• Knowledge of community health programs and services, including the ability to implement and assess effectiveness;
• Knowledge of community health data and the use of data to educate community members;
• Ability to provide education and health counseling to patients, families, and the community;
• Ability to establish and maintain effective working relationships with a diverse client population;
• Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity;
• Excellent public speaking, able to present complex ideas across a spectrum of education levels;
• Strong interpersonal skills to develop and maintain lasting relationships with community partners;
• Skilled at facilitating small and large groups through collaborative and deliberative processes;
• Knowledge of modern media methods for communicating with the public;
• Analytical skills to assess and identify problems, and develop logical/effective solutions. Resourcefulness to find new ways to address community health issues;
• Be non-judgmental towards community members, their lifestyles, and their families/friends;
• Ability to provide patient education, care, or referral for communicable disease and a variety of related health issues as directed;
• Skill to coordinate/implement specific outreach strategies for reaching individuals in need of screening and/or services;
• Ability to gather and compile client information for database input;
• Understanding of how to maintain client and family charts including updating files;
• Completes time sheets for program service and cost allocation;
• Attends regular staff meetings, trainings, workshops as required;
• Communicates with agencies to be aware of resources and current programs available;
• Ability to work in a fast paced environment independently by multi-tasking, demonstrating attention to detail through use of problem solving and effective time management skills;
• Ability to prioritize workload and adapt to changes in workload and assignments;
• Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity;
• Friendly, cooperative manner and a good team spirit;
• Computer literacy including Microsoft Office Suite (Word, Excel, Power Point, Publisher, and Outlook)
• Possession of a valid driver’s license (or ability to obtain same) and an acceptable driver’s abstract is required prior to employment;
• Ability to successfully pass a background investigation;
• Other duties as required

Education and Experience Qualifications:
• Required: Bachelor degree in any public health, social or health science field or related field.
• Preferred Requirements: Two years of work experience in health or social sciences or related field.

Working Conditions and Physical Requirements:
• General working conditions are indoors within a controlled environment;
• Duties of the classification require sitting for long periods while using computer or office equipment;
• Occasional travel required to attend meetings, conferences, health fairs, offsite clinics, trainings, etc. In these instances, adverse weather conditions may be experienced;
• A Health District vehicle will be provided for use. However, as a condition of employment, employees may be required to utilize their private vehicles in the performance of their duties but will be reimbursed for mileage;
• This is a Fair Labor Standards Act non-exempt position which may require some overtime or adjustments to normal working hours as required to accomplish the essential functions of the job;
• Visual acuity to read and review reports, patient records, data entry, correspondence, etc;
• Strength enough to lift, pushes, or pull equipment weighing up to 50 pounds.

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