

BROADWATER COUNTY Job Description

CLASS TITLE: Public Health Nurse - WIC Program Coordinator

DEPARTMENT: Public Health

ACCOUNTABLE TO: County Health Director

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs duties and responsibilities that pertain to nutrition education and WIC program administration. As Public Health Nurse responsible for assisting with general public health nurse duties including administration of immunization services, emergency preparedness planning, and communicable disease surveillance and investigation; Work varies utilizing individual judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements are limited and may include prolonged sitting, standing, walking, stooping, kneeling, crawling, and lifting up to 35#’s (greater with assistance);
- Traveling may be required where exposure to inclement weather of heat, cold, rain, and snow may occur; Must be able to get in and out of a vehicle;
- May be exposed to infectious and contagious diseases;
- Must possess a current License as a Registered Nurse or Licensed Practical Nurse with the Montana State Board of Nursing, CPR Certification, and complete any continuing education requirements throughout employment;
- Must possess a valid Montana Operator’s License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Administering and monitoring community health, informing and educating the public, enforcing health laws and regulations, making referrals to appropriate health services, and implementing and maintaining grant programs such as the Immunization Program and WIC (Women, Infants, and Children);
- Adheres to Montana State Board of Nursing Regulations, WIC Federal Regulations, WIC State Policy, and Broadwater County Health Services Policies and Procedures;
- Completes tasks for day to day office operation, including scheduling appointments, ordering supplies, and answering patient phone calls;
- Assists Director with monthly expenditure reports;
- Performs WIC specific duties including screening, enrollment, assessment, certification, nutrition/breastfeeding education, and food benefit distribution to WIC program participants;

CLASS TITLE: WIC Program Coordinator (Continued)

- Performs specific duties that include immunization assessments, blood pressure screenings, disease surveillance and investigation, school and day care records assessments, community education activities and presentations, and emergency preparedness planning;
- Compiles various records, reports, and summaries; tabulates simple data, and prepares monthly reports;
- Contact with the public and fellow employees is extensive where confidentiality is essential adhering to current HIPPA regulations;

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Possesses a Degree in Nursing from an Accredited University and possesses a current Montana State License as an RN or LPN, supplemented by additional credit hours in nutrition appropriate to the WIC population, to be completed within first year of employment;
- One (1) year of experience as a Nurse with competency in word processing programs such as Microsoft Word and Excel;
- Possesses a valid Montana Operator's License.

EXAMPLE OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Establishes and maintain effective working relationship with fellow employees, superiors, and the public;
- Clients are treated with courtesy, compassion, understanding, and dignity;
- Follows Physicians Orders, administers prescribed medications, assesses patients vital signs and maintains patient medical records;
- Performs WIC duties for satellite clinics, traveling to each site usually on a bi-monthly basis;
- Possesses the ability to work effectively and independently in a constant changing environment;
- Performs such other duties and assignments as directed.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 8-22-2016

7. **EXPERIENCE:** List your work and/or volunteer experience with emphasis on experience that is relevant to the position for which you are applying. **Begin with your present or most recent experience.** Include military service that would help you qualify. You may continue this section on a separate sheet of paper if all the same format is followed. Include your name and the job title for which you are applying on each sheet. *This information must be completed even if a resume is submitted.*

Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references.

Do you want to be informed before we contact your present employer? Yes No

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____

Avg. Hrs. Per Week _____ Total Time Employed _____ Yrs/Mo _____ Full-Time Part-Time Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

Reason for Leaving: _____

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____

Avg. Hrs. Per Week _____ Total Time Employed _____ Yrs/Mo _____ Full-Time Part-Time Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

Reason for Leaving: _____

(EXPERIENCE - continued from item 7...)

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____

Avg. Hrs. Per Week _____ Total Time Employed _____ Yrs/Mo _____ Full-Time Part-Time Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

Reason for Leaving: _____

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____

Avg. Hrs. Per Week _____ Total Time Employed _____ Yrs/Mo _____ Full-Time Part-Time Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

Reason for Leaving: _____

~~—READ CAREFULLY—~~
Do Not Write On This Page

Please make sure all required information is included (see job vacancy announcement).

1. Did you sign and date your application?
2. Have you read the job announcement to see what attachments must be submitted?
3. Have you checked boxes in Section 3 to indicate what attachments you have included?
4. Did you indicate the specific Position Title and Position Number in Section 2?
5. Did you include a complete address for each employer listed in Section 7?
6. If you are claiming Veterans Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation?
7. Did you attach all the application materials required by the vacancy announcement?