



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 5/11/15**

**CLOSES: 5/26/15**

### Public Health Nurse

The current vacancy in the Public Health Department is a part-time (20 hours per week), non-exempt, benefited, non-union position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply.

**SALARY RANGE:** \$1,962.00- \$2,584.50 per month

- Respond to reports of Notifiable Conditions and Communicable Disease (CD) through risk assessment, investigation, intervention, contact tracing, and reporting to protect the community.
- Coordinate and implement the county's Tuberculosis (TB) program as directed by Washington State TB statutes and the Health Officer including: testing, certification, and case management of clients with latent or infectious tuberculosis. Review TB policy and procedure annually or more often as needed.
- Vaccinate children and adults during scheduled clinic hours and off-site/outreach clinics.
- Conduct outreach and education to the local community, including high risk populations, health care providers, and veterinarians, and answer questions from the community as needed.
- Assist in managing the Washington State Childhood Vaccine Program Grant by supporting medical providers in the county in implementing safe and effective Childhood Vaccine programs that adhere to guidelines of the federally funded Vaccines for Children program.
- Provide Overseas Travel consultations, which includes assessment of patient immunization needs to prevent contracting communicable disease while traveling outside the United States.
- Serve as a member of the Communicable Disease Response Team; perform collaborative investigations with assigned team which may include performing contact interviews and assisting environmental health staff with food borne illness or vector borne illness investigations.
- Assist with planning and carrying out activities to fulfill the requirements of the county's Maternal & Child Health Block Grant.
- Provide care that is client/family centered, culturally competent, and respectful of individual needs and preferences.
- Collaborate with co-workers and interagency staff when necessary and make independent decisions regarding clients.
- Document and maintain accurate client records for systematic follow-up, quality assurance, and legal action as necessary.
- Collect required statistical data for weekly, monthly and quarterly reports.
- Develop professionally through reading, continued education, consulting with other professionals, and initiating involvement in community programs/committees.
- Maintain current license as a registered nurse.
- Collaborate with other county, state and federal agencies with implementation of programs.
- Report suspected child abuse or neglect as required by Washington State Law, RCW 26.44.030.
- Perform other duties as assigned to support the mission of the Communicable Disease, Immunization and Maternal & Child Health Programs, and the Public Health Department in general.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5<sup>th</sup> Ave Suite 107 • Ellensburg, WA 98926  
(509) 962-7082 • FAX (509) 962-7083 • [hr@co.kittitas.wa.us](mailto:hr@co.kittitas.wa.us) • [www.co.kittitas.wa.us](http://www.co.kittitas.wa.us)

- Complete NIMS 100, 200, & 700 training within one year of hire.
- If public health experience is less than one year, complete Public Health Nurse Ready certification within one year of hire.

#### **MINIMUM QUALIFICATIONS:**

- Associate Degree in Nursing.
- Valid license to practice as a Registered Nurse in the State of Washington.
- Must document immunity or provide proof of vaccination against vaccine-preventable diseases as recommended for health care workers by the CDC's Advisory Committee on Immunization Practices.
- Valid Washington State driver's license.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficient in handling day to day clinical activities, including patient charting.
- Demonstrated experience with Microsoft Office Programs, including, but not limited to: Outlook, Word, PowerPoint, and Excel; and the ability to learn other programs specific to the department and/or County.
- Effective verbal and written communication skills.
- Ability to work effectively with a diverse client base and the general public in a professional manner.
- Ability to maintain confidentiality and adhere to HIPAA guidelines.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor of Science or Master's Degree in Nursing.
- Experience using electronic medical records (especially NextGen.)
- Prior experience with patient care in a clinical setting.
- One year experience in community health or public health nursing.
- One year experience in communicable disease prevention.
- One year experience with tuberculosis testing and treatment.
- Bilingual verbal and written skills (English/Spanish).
- NIMS trained (100, 200, 700).

#### **WORKING CONDITIONS:**

Work is conducted in a variety of environments including offices, vehicles, public meeting locations, medical facilities and private residences. Travel throughout the county and the local region is required in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage. Must be able to stand, walk, sit, crouch, kneel, twist, bend, stoop, grasp, and possess fine motor skills for administering vaccinations. Also must have close, distance, color, and peripheral vision, depth perception and the ability to adjust focus; as well as hearing and speech to communicate in person or over the telephone. Must be able to lift, pull, push and/or carry up to 25 pounds; potentially more with assistance. Safety rules must be adhered to at all times and PPE must be worn when required for employee safety.

There are variations in working hours that will include occasional evening and weekend work. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional references and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- 1) What about this job appeals to you? How does this position fit with your professional goals?
- 2) Describe your experience with any of the programs listed in the job description.
- 3) Describe your knowledge and any experience you have with public health nursing.
- 4) Describe your approach to working with patients, especially patients from diverse backgrounds and experiences.