



Job Title:	Registered Nurse - Temporary	Travel Required:	Yes w/personal vehicle
Department-Funded:	Health Department - Grant	Position Type:	29 hours or less per wk for the duration of COVID-19 pandemic or max of 51 wks. Non-benefit eligible
Location:	1203 5 th Ave. East, Superior, MT	HR Contact:	Dawn Terrill
Office Type:	Shared	Hours:	Flexible, some non-traditional hours required
Accountable To:	Health Department Director and County Commissioners		

Job Description:

Roles and Responsibilities: Individual will work on site or remotely with the Mineral County Health Department to increase COVID-19 response capacity.

Activities include but are not limited to:

1. Enter required case investigation information into Montana Infectious Disease Information System (MIDIS) for positive COVID-19 cases and case investigations.
2. Assist with public information releases related to COVID-19.
3. Management of quarantined patients including monitoring and release based on current guidelines and recommendations.
4. Management and investigation of positive cases and contacts.
5. Provide capacity building for the health department as it relates to COVID-19.
6. Other duties as assigned.
7. Support and model behaviors consistent with the mission, vision and values of the Mineral County Health Department
8. Adhere to health department and county policies, procedures and processes ensuring safe work practices
9. Ensure that the Public Health Core Functions and 10 Essential Services guide practice
10. Facilitate public health messaging

Physical Demands and Working Conditions: The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Work is conducted primarily in an office or remotely; position occasionally requires work to be completed in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements
- May require travel to several facilities throughout the county

Qualifications/Skills

- Registered nurse with current Montana nursing license required.
- Confidentiality; Communication skills – written and verbal; Customer service orientation; Integrity; Prioritizing, planning and organizing; Problem assessment and problem solving; Information gathering and monitoring; Attention to detail and accuracy; Flexibility & adaptability; Teamwork oriented
- Understanding of Microsoft Word required. Understanding of Microsoft Excel and PowerPoint preferred.

Mineral County is an equal opportunity employer. Mineral 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.