



Job Title:	Congregate Living Coordinator	Travel Required:	Yes w/personal vehicle
Department-Funded:	Health Department	Position Type:	Part time
Location:	1203 5 th Ave. East, Superior, MT; Remote	HR Contact:	Dawn Terrill
Office Type:	Shared	Hours:	0800-1600, some non-traditional hours required
Accountable To:	Health Department Director and County Commissioners		
Applications Available:	Mineral County Courthouse Clerk & Records Office in Superior or online at: http://co.mineral.mt.us/departments/human-resources/		
Submit Application & Resume:	Email: dterrill@co.mineral.mt.us Mail: Mineral County Human Resource, PO Box 99 Superior, MT 59872 In Person: Human Resources Department located at the Mineral County Courthouse in Superior at 310 River St. Superior, MT 59872		

Job Description:

Roles and Responsibilities: This position is responsible for providing a variety of professional and administrative services within the local health department to promote and maintain individual, group, and community health, primarily related to congregate living settings focusing on COVID-19.

Activities include but are not limited to:

1. Monitor and respond to COVID-19 infections in congregate living settings including but not limited to long-term care, detention centers and fire camps.
2. Ensure cultural needs are addressed by public health for populations that are at higher risk for COVID
3. Complete COVID-19 contact tracing
4. Assist with completion of Public Health Emergency Response activities and deliverables
5. Adhere to confidentiality rules defined by HIPAA
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

Qualifications/Skills

1. This work requires knowledge of and/or willingness to learn the principles and practices of public health prevention services and congregate living settings including: communicable disease and surveillance; infection control; follow-up of communicable diseases; public education; data collection; training; compliance; in-person assessments; community resources, record keeping and basic computer skills.
2. The employee must have the ability to effectively communicate with the general public - in person, by phone, and through email or writing; comprehend written material related to essential job functions; accurately document facts related to essential job functions; operate a computer well enough to perform essential job functions; comprehend, recall, and apply facts related to essential job functions; ability to analyze, evaluate, and implement a reasonable course of action based on available information and the ability to maintain relationships and establish rapport with volunteers, providers, and consumers.
3. The employee must be able to handle stressful situations; work extra hours as required; establish and maintain effective working relationships with management, employees, clients, and the public; organize and prioritize work assignments and collaborate/contribute to a close knit, supportive team environment while working with people and organizations of diverse backgrounds, experiences and cultures.

4. The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to Bachelor's degree in Social Work, Social Services or any health related field is required, plus two to four (2 to 4) years of related work experience. Commensurate experience and education may substitute for the degree requirement
5. Current CPR with AED certification
6. Valid driver's license, daily access to personal vehicle and be insurable under the County's liability policy.
7. Essential skills include: 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

Equipment Used:

Including but not limited to computer, calculator, copier, telephone/voicemail, fax, computer programs (e.g. Outlook, Excel, PDF, Word.)

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 Environment

- Work is conducted primarily indoors; position occasionally requires work to be completed in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements. Position requires travel to several facilities throughout the county. While performing the essential functions of this job the employee may be exposed to potentially infectious body fluids. The employee may work irregular or extended hours. The noise level in the work environment is usually moderate. The environment may be crowded

Physical/Motor Demands:

- The employee is often required to do the following: stand, sit, walk, bend and talk. The employee may be required to carry up to 30 pounds, push or pull wheelchairs in excess of 100 pounds, use fingers/hands for computer use, climb stairs, reach and twist at the neck or waist. Specific corrected vision abilities required include close vision, distance vision, depth perception and the ability to change focus. The employee is required to be able to hear conversations in quiet environments.

Mental Demands:

- While performing the duties of this job the employee may not always perform routine work. The employee frequently exercises flexibility (ability to shift from one task to another.) The employee may seek guidance from supervisor but guidance may not be immediate. The employee frequently works with time constraints, working both alone and as a team member, managing multiple tasks, prioritizing workload and interruptions to work. The employee is frequently involved in social interactions which require oral and written communication.
Reasonable accommodations may be made to enable individuals with disabilities to perform assigned duties.

This job description in no way states or implies that these are the only duties to be performed by this employee. The hired RN will be required to follow any other instructions and to perform any other related duties as assigned. Mineral County Health Department reserves the right to update, revise or change this job description and related duties at any time.

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.