



**CASPER-NATRONA  
COUNTY HEALTH DEPARTMENT**

475 S. Spruce St  
Casper, WY 82601  
Phone: 307-235-9340  
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[www.casperpublichealth.org](http://www.casperpublichealth.org)

**Job Announcement:**

Job Title: Disease Prevention Clinic Registered Nurse  
Opening Date: February 1, 2017  
Closing Date: Open until filled  
Salary: \$4,160 - \$5,026 monthly  
Job Type: Full-time, Non-Exempt  
Location: Casper, Wyoming

**General Description:**

A nurse in this position will perform assessments, diagnosis, treatment, planning, implementation and evaluation to individuals, families and groups, or to the population as a whole providing services in the Immunization Programs, Family Planning Programs, Sexually transmitted Disease Programs, Tuberculosis Management Services, to all age groups. Settings include clinic, mass vaccination clinics, classrooms/groups and counsels clients regarding health issues and problems. This position participates in epidemiological (vaccine preventable) investigations and participates in public health emergency response activities.

**Specific Duties and Functions:**

**Immunization Program:**

- Works with general public to determine immunization needs.
- Administers needed immunizations.
- Provides immunization education to clients and general public.
- Accurately code and chart services in EMR system.

**Family Planning Program:**

- Educate general public on family planning options.
- Educate general public on various contraceptive methods.

- Works closely with medical providers for management and follow-up with clients.
- Assists with sexual health presentations and classes in a variety of settings in the county.
- Accurately code and chart services in EMR system.

**Sexually Transmitted Infections Program:**

- Completes screening examinations for clients.
- Completes medical follow-ups with clients.
- Obtains partner contact information.
- Completes follow-up with partner contact information.
- Accurately code and chart services in EMR system.

**Tuberculosis Management Services:**

- Provide Tuberculin screening tests for general public.
- Case management for latent tuberculosis infections.
- Works closely with medical providers for active tuberculosis cases.
- Communicates with Wyoming Department of Health on communicable disease cases.
- Accurately code and chart services in EMR system.

**Epidemiological Investigations (vaccine preventable diseases)**

- Report vaccine preventable disease incidents to Wyoming Department of Health.
- Interviews clients to determine degree of exposure to public.
- Contact individuals potentially exposed to disease.
- Gather data to report findings to Wyoming Department of Health.

**Minimum Qualifications:**

- Current Wyoming License as Registered Nurse (RN).
- Speak, read and write English language.
- Proficient computer skills.
- Successfully complete medical evaluation on hire.
- Successfully complete immunization review on hire.
- Successfully complete drug screening on hire.
- Successfully complete Background and Central Registry Check.
- Possess a valid State of Wyoming driver's license.

**Preferred:**

- Baccalaureate Degree or higher.
- Experience with public health programs a plus.
- Spanish-speaking.
- Experience with electronic medical records.

## **Knowledge, Skills, and Abilities:**

- Ability to maintain relationships based on trust, support and growth with team colleagues, administrative staff, and community partners.
- Ability to work on own initiative with minimum of supervision.
- Ability to chart services accurately.
- Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.
- Regular communications with other employees and the general public, as well as handling of difficult people is expected in a positive open environment.
- Ability to follow written and oral instructions.
- Ability to perform a variety of clerical tasks, including filing and bookkeeping.
- Possess problem solving and planning skills.
- Knowledge of office practices and procedures.
- Knowledge of Laboratory Quality Control procedures.
- Ability to follow CLIA standards.
- Ability to use Electronic Medical Record systems proficiently.

## **Responsibility/Accountability:**

This position reports to the Disease Prevention Clinic Director.

## **ADA Essential Requirements:**

Vision adequate for daily work, corrected vision of 20/40- on the Sneller scale.

Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.

Must have the ability to lift forty pounds from floor to waist level.

Reasonable accommodations will be addressed, based on the Position Description.

## **Potential Hazards Includes:**

Potential exposures to communicable disease from direct/or indirect personal contact.

Use of vehicles/or equipment.

Variety of environmental conditions at work sites.

Injury due to awkward positions, and prolonged computer work.

Exposure to chemical agents, to include reagents, sanitizers and other chemicals that may be associated with routine and incidental assignments.

### **Performs Other Duties as Assigned:**

This position requires availability as needed during community emergencies.

### **How to Apply:**

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper Natrona County Health Department. You may submit your letter of intent and resume/CV electronically or mail a hard copy to the following address:

Kelly Weidenbach, DrPH, MPH  
Executive Director  
Casper-Natrona County Health Department  
475 South Spruce Street  
Casper, Wyoming 82601  
Phone: (307) 577-9722  
Email: [kelly.weidenbach@cnchd.org](mailto:kelly.weidenbach@cnchd.org)

Website: [www.casperpublichealth.org](http://www.casperpublichealth.org)