

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville, and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

## TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR  
P.O. Box 696, Bridgeport, CA 93517  
Telephone: (760) 932-5412  
Fax: (760) 932-5411

Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**Faxes or email will be accepted**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

**PUBLIC HEALTH**

**HEALTH PROGRAM MANAGER/  
PUBLIC HEALTH NURSE**

**FINAL FILING DATE:**

**Open Until Filled**

**SALARY:**

**Range 82: \$40.98 - \$49.82/Hr**

*Equal Employment Opportunity Employer*

## THE POSITION

Mono County is seeking a Public Health Nurse for the position of Health Program Manager. Under general supervision, provide a variety of public health nursing clinics and services; provide educational and health counseling in connection with the control and prevention of disease and adverse health conditions; and do related work as required.

### **A Health Program Manager typically performs the following duties:**

- Completes Public Health Nurse assignments and services.
- Conducts patient assessment, screening, education, and linkage to care.
- Assists with the operations of clinics and satellite COVID-19 immunization sites, assessing and providing immunizations.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Coordinates health care between patients and care providers.
- Performs case management techniques and methods.
- Works with community groups on local health issues.
- Over-see of all Mono County Public Health COVID-19 testing.
- Assist with covid contact tracing and program over-site.
- Covid education and prevention in congregate living settings
- Keeps records and prepares reports.
- Maintains confidentiality.

## QUALIFICATIONS

### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Public health issues and problems.
- Causes, means of transmission, and methods of control of communicable diseases.
- Sociological and cultural problems involved in public health nursing.
- Principles of public health education.

### **Ability & willingness to:**

- Learn to educate and work with patients and their families.
- Communicate effectively orally and in writing.
- Learn community resources and demography.
- Follow oral and written instructions.
- Apply Universal Health Care Precautions.
- Assess the physical conditions of patients.
- Make presentations to local community groups and health care providers.
- Maintain confidentiality.
- Coordinate assigned activities with community organizations and other government agencies.
- Interview patients and families to gather medical history.
- Determine appropriate resources for clients and make referral to those agencies.
- Work responsibly with medical providers.
- Effectively represent the Health Department.
- Establish and maintain cooperative working relationships.
- Use computers.

**Minimum Requirements:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: Bachelors Degree in Nursing or Health Sciences is preferred but not required. One (1) year experience as a Registered Nurse, preferably in a public health or clinical setting is highly desirable.

## THE EXAM PROCESS

PHASE 1: The exam process includes an application, and resume.

PHASE 2: The exam process will include an oral interview.

In addition to the job application, please submit written documentation describing your experience working in community health programs. Include the scope of the program, number of staff supervised if any, and include at least one outcome you are particularly proud of.

Photo: © Greg Newbry

