Job Announcement

Position Title: Public Health Nurse
Location: Public Health/Clinic
Reports to: Public Health Director
Opening Date: December 11, 2019
Closing Date: December 27, 2019

*** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.***

****Mille Lacs Band Member/American Indian preference applies****

SUMMARY:
The Public Health Nurse performs community nursing services in public health clinics and homes. The Public Health Nurse also conducts monthly WIC, MCH and MAC clinics in each district.

QUALIFICATIONS:
- Bachelors degree in nursing and a MN State nursing license required.
- State certification as a Public Health Nurse is required.
- One to three (3) years of prior experience in public health or health education capacity is required.
- Excellent oral and written communication and organizational skills
- Cardiopulmonary resuscitation (CPR) certification is required.
- Ability to keep detailed records.
- Possesses in-depth knowledge and understanding of health promotion and disease prevention and the ability to teach those principles to others.
- Capable of maintaining strict confidentiality of patient information.
- Ability to pay attention to detail and work under time constraints.
- Knowledge of emergency, first aid and other procedures including injections, venipuncture, and use of health screening equipment.
- Knowledge of current health issues.
- Ability to teach health issues and lead discussions for large and small groups.
- Knowledge of local medical services available to appropriately assist clients.
- Experience in and sensitivity to Native American culture.
- Must have current driver’s license, reliable personal transportation, proof of current insurance coverage, and insurability under the Band’s Auto Insurance Policy.

DUTIES AND RESPONSIBILITIES:
- Participate in various health clinics covering topics such as STD, cancer screening, elder care, communicable diseases, SIDS, high-risk pregnancies, child neglect and abuse, TB, and blood pressure or cholesterol screening.
- Provide information to, and counsel with, patients.
- Visit patients in their homes to obtain information, check on health condition, educate, counsel, and provide nursing services.
- Educate the public about many areas of public health through lectures, health fairs, in services, etc.
- Record all home visits, service plans, assessments, and contacts. Periodically report summary data.
- Coordinate care activities with other agencies that serve the same population.
- Chart progress of clients; and coordinate medical contacts as needed.
- Conduct WIC, MCH, and MAC clinics.
- Instruct new mothers in good childcare and nutrition.
- Conduct CPR and First Aid training.
• Maintain professional competency by attending in-service training, conferences, seminars, and continuing education classes.
• Maintain information on current public health issues.
• Supervises Elder Care Aide and Community Health Representative staff in each district.
• Other duties as assigned.

**WORKING CONDITIONS:**
• Nature of work is such that the incumbent experiences periods of moderate stress levels while dealing with clients, family members, and others.
• Work is primarily in doors.
• Work exposes incumbent to contagious or infectious diseases or hazardous chemicals.
• Work requires use of protective devices such as masks, goggles, and gloves.
• Work exposes incumbent to travel hazards.
• Hours are typically 8-5, but possibly with some extra hours. May involve some evening or weekend working and occasionally an 'on call' system covering emergency situations.
• Local travel is required.

Submit resume, cover letter, and employment application to:
Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
e-mail to hr@millelacsband.com