



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Public Health Nurse Manager

OPEN: January 12, 2023

EXEMPT: Yes

SALARY: (12) \$40.14-\$45.20/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: January 27, 2023

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: Public Health

SUPERVISOR: Public Health Director

VACANCIES: 1

JOB SUMMARY: The Public Health Communicable Disease Nurse Manager oversees the Communicable Disease efforts at Lummi Tribal Health Center and throughout the Lummi community, providing public health guidance to Lummi Indian Business Council entities and individual community members, managing a drive-thru respiratory virus testing program, and a program for testing, reporting, and treating sexually transmitted infections, among other duties. This position will also lead responses to other emerging or existing communicable diseases that impact the Lummi community, in close collaboration with the Public Health Nurse Data Manager, Infection Prevention and Employee Health Nurse, Public Health Director, and Executive Medical Director.

Other activities include, but are not limited to health education and advocacy, coalition building, and collaborating with community partners to promote the health of the community. The person in this position may perform some or all the listed duties depending upon the needs of the community and clinic.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

Respiratory Virus Drive Thru and Sexually Transmitted Infections Testing Programs:

1. Lead and develop programs to ensure that patients receive appropriate testing, timely results (including reviewing results daily), counseling, appropriate level of care, and treatments as needed
2. Perform outbreak investigations as needed
3. Collaborate with Laboratory, Billing and Compliance departments to adhere to regulations for the above activities

Other Communicable Disease Response Efforts:

1. Provide public health guidance to Lummi Indian Business Council entities, including Lummi Nation School and Lummi Early Learning Program and Lummi Tribal Health Center providers
2. Assist with managing COVID-19 vaccine inventory as needed and other immunization activities (including organizing vaccination clinics and training clinic staff on vaccine administration)
3. Administer IV or IM treatments or prophylaxis for communicable diseases

4. Collaborate with Laboratory and Pharmacy departments, county and state health departments and the Indian Health Service to ensure that appropriate testing supplies and treatments for communicable diseases are available to the Lummi community
5. Provide treatment (including prescription of medications on pre-approved protocols), immunizations, education and prevention as needed for communicable diseases impacting Lummi Nation
6. Report communicable disease cases to regulatory agencies as needed
7. Work closely with local health jurisdiction and state health department to coordinate care of patients affected by communicable diseases and other conditions,
8. Collaborate with LTHC's Infection Prevention and Employee Health Nurse to protect patients and staff from communicable diseases

Administrative Duties:

1. Work with the clinic's health education manager to craft public health communications, public health advisories and public information
2. Maintain confidential records
3. Assist in development and implementation of annual work plan and budget for the Public Health Department
4. Assist in tasks and duties in achieving public health accreditation and other administrative duties as necessary
5. Assist in providing leadership during public health emergencies to help contain imminent threats of an illness or health condition

MANAGING DUTIES: Supervise public health assistants and other staff working within Lummi Public Health communicable disease programs, including hiring, firing, performing evaluations, training, establishing work standards, addressing conflicts and complaints, and managing staff work schedules.

MINIMUM QUALIFICATIONS:

- Bachelor of Science Degree in Nursing or Nurse Practitioner degree (required)
- Washington State license to practice as a Registered Nurse (required)
- Master's degree in public health, disease control, public policy, nursing, or related field OR at least two years of experience working for a public health department/organization (tribal, local, state or federal or nongovernmental) (required)
- Two (2) years' clinical experience as a practicing nurse or nurse practitioner (required)
- Three years of professional work experience including at least 2 years of experience as a supervisor
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Attentiveness to detail, commitment to following written and oral instructions, adhering to policies and procedures and legal guidelines, and to functioning within the Nurse Practice Act.
- Establishes rapport with clients from diverse backgrounds in a nonjudgmental and professional manner.
- Applies public health principals and make informed recommendations and decisions as appropriate to the circumstances.
- Proficiently uses and maintains nursing and emergency equipment and supplies. Follows safety policy and procedures related to the areas of assignment.

- Approaches duties with an eye toward continuous improvement and growth
- Knowledgeable regarding subjective and objective assessments, nursing diagnosis and intervention and evaluation of outcomes.
- Skilled at working independently and cooperatively as a team member with staff, community, and other agencies.
- Assumes responsibility for continuing education through workshop attendance, journal review, use of consultants and participation in professional associations to insure adherence to current, safe, and legal practices.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.