



# 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:** Population & Public Health Nurse  
Lummi Nation Health Center (LNHC)

**OPEN:** March 18, 2025

**EXEMPT:** Yes

**SALARY:** (13) \$46.10-\$51.92/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation Health Center

**DURATION:** Regular Full Time

**CLOSES:** April 01, 2025

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** Population & Public Health

**SUPERVISOR:** LPPH Director

**VACANCIES:** 1

**JOB SUMMARY:** The Public Health Nurse (PHN) and Population Health Data Manager works with a multidisciplinary team to improve health outcomes in Lummi Nation. The person in this position will provide public health nursing services to individuals, families and groups in the community, as well as maintain Lummi Nation Health Center's Population Health capacity by overseeing data collection and management. Nursing activities are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and the community and include, but are not limited to, systematic analysis of health data, health education and advocacy, coalition building, and collaborating with community partners to promote the health of the community. The person in this role will make appropriate nursing diagnoses, engage in planning and implementing public health nursing interventions, and provide individual and group health promotion and disease prevention activities. The person in this role may perform some or all of the listed duties depending upon community need and area of assignment.

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

### **Public Health Nurse Responsibilities (0.6 FTE):**

In collaboration with the Director of Public Health and Public Health Nurse Practitioner and Communicable Disease Manager:

#### **Modernization of Public Health Department Infrastructure**

1. Develop and enhance current public health policies and procedures to better prevent, track and respond to various communicable diseases.
2. Ensure that protocols are in compliance with Washington State and CDC requirements and recommendations.
3. Conduct research and work with LHJ/WA DOH/CDC officials to determine effective models and establish best practices for disease prevention and response.
4. Create and maintain a Public Health handbook for current and future Public Health staff.
5. Improve patient access to communicable disease testing (e.g. viral respiratory illnesses, STIs) through education, low-barrier testing programs and mobile clinics.

6. Work with the public health director, clinic director and other public health nurses in crafting public health communications, public health advisories and public information.

#### Communicable Disease Intervention

1. Provide communicable disease intervention, refer for treatment as needed.
2. Contribute to the design and implementation of vaccination campaigns, including for seasonal influenza, pandemic-flu, COVID-19 and other vaccine-preventable illnesses.
3. Implement and participate in the steps needed to complete investigations and contact tracing of confirmed reportable diseases. Such steps may include phone interviews, home visits, reports, and documentation.
4. As needed, communicate with LIBC entities and LLC businesses regarding current regulations, mitigation strategies, and outbreaks of communicable diseases.
5. Work with community-based agencies, federal, state, and local governmental agencies and other department staff to educate, exchange information, and to track disease control issues for Lummi Nation.

#### Population Health Data Manager Responsibilities (0.4 FTE)

In collaboration with the Director of Population Health and data team:

1. Maintain data surveillance system for conditions impacting Lummi community members including, but not limited to reproductive health, substance use, chronic diseases, communicable diseases, and environmental health threats.
2. In coordination with the Lummi Public Health team, conduct statistical analyses using internal, local and state databases to support disease investigations and determine the status of the health of the Lummi community.
3. Implement, and supervise data integration efforts by matching/merging records across complex data sources (e.g., disease reports in local/state notifiable condition systems, laboratory data, and electronic health records data).
4. Conduct data quality assurance, including data cleaning and developing data quality reports.
5. Design and create data visualizations, (e.g., using Microsoft BI, Tableau and Epic) and reports for internal and external audiences.

#### Application of a Population Health Approach to the Opioid Epidemic

1. Identify the risk and protective factors that increase or decrease the risk for substance use and its consequences, and the factors that could be modified through interventions.
2. Develop and test interventions that address social, environmental, or economic determinants of substance use and related health consequences.
3. Support broad implementation of effective prevention and treatment interventions in a wide range of settings.
4. Monitor the impact of these interventions on substance use and related problems.

#### **MINIMUM QUALIFICATIONS:**

- Must have a Bachelor of Science Degree in Nursing or a Bachelor's degree in a Public Health with a Registered Nursing degree.
- Must have completed at least 1 undergraduate course in Statistics.
- At least 1 year experience working with an electronic medical record AND experience managing public/population health data.
- Washington State license to practice as a Registered Nurse
- 2 years' experience as a Public Health Nurse or Community Health Nurse.

- Experience working with public health jurisdictions (tribal, local, state or CDC) on disease surveillance, data tracking and reporting *preferred (not required)*
- 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:**

- Public health core functions; assessment, policy development and assurance
- Nursing process; subjective and objective assessments, nursing diagnosis and intervention and evaluation outcomes.
- Data management: ability to identify appropriate data collection methods, organize data in a manner conducive to analysis, and work with Epidemiologist/Statistician in producing data reports relevant to Lummi Nation.
- Be attentive to detail and when making decisions. Follow written and oral instructions. Adhere to policies and procedures and legal guidelines. Function with the Nurse Practice Act.
- Establish a rapport with clients from diverse backgrounds in a non-judgmental and professional manner.
- Apply public health principals and make informed recommendations and decisions as appropriate to the circumstances.
- Proficiently use and maintain nursing and emergency equipment and supplies. Follow safety policy and procedures related to the areas of assignment.
- Work independently and cooperatively as a team member with staff, community and other agencies.
- Assume responsibility for continuing education through online trainings, 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.

**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](mailto: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.