

**Job Title:** Public Health Nurse – Ramsey County

**Type:** Full-Time / Non-Exempt

**Posted Date:** October 22nd, 2024

**Closing Date:** November 3rd, 2024

**Compensation:**

- **\$20.63-33.76 Per Hour, Depending on Degree and Experience.**
- Lake Region District Health Unit offers an excellent benefit package including:
  - Employer paid full family coverage for health insurance: <https://www.ndpers.nd.gov>
  - North Dakota Public Employees Retirement System (NDPERS)
  - Paid holidays, Vacation Leave, Sick Leave, and Funeral Leave
  - Employee Assistance Program (EAP) for all household members
  - Life Insurance

**Candidate Requirements:**

- Current ND Licensed RN or LPN
- ND Driver's License and insurance required for travel
- Applicant will be subject to a pre-employment background and criminal records check

**Knowledge, Skills, and Abilities:**

- Preferred 5 years' experience as an RN or LPN with experience administering infant, child, and adult immunizations
- Knowledge of HIPAA, OSHA, and federal/state/local laws and regulations
- Prevention minded, energetic, accountable, adaptable, flexible, and able to work independently and/or with others
- Self-starting and motivated
- Strong interpersonal and communication skills
- Ability to prioritize duties and responsibilities
- Detailed oriented
- Team-focused mentality
- Ability and willingness to educate and advocate for health: Prevention, Promotion, and Protection of Lake Region District Health Unit
- Ability to perform fundamental tasks on a computer

**Job Duties:**

- Administer vaccinations while complying with all applicable federal, state, and local laws/regulations
- Monitor participants during the vaccination process and manage adverse reactions if necessary
- Receive all clinic supplies including vaccine and transport to and from out county sites
- Return client PHI and post clinic documentation in a prompt and timely manner
- Assist with community outreach programs: screenings, nutrition, Physical Education classes, car seat safety, sleep safe, TB screenings, etc.
- Answer incoming calls and assist caller with questions or redirect caller to the correct Public Health department
- Perform all other duties and tasks as assigned

**Reasonable Accommodations:**

- In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the LRDHU Administrator, Denton Heisler, in writing or by telephone, at the time of application.
- ND Relay: <http://www.relaynorthdakota.com/>



**Equal Opportunity Employer:**

- LRDHU does not discriminate based on race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

**Veteran's Preference:**

- Any individual seeking Veteran's Preference must submit documentation proving their ND residency and eligibility under NDCC 37-19.1 by submitting the following:
  - Veteran must submit a Form DD-214;
  - Disabled Veteran must submit a Form DD-214 and a current statement of disability from the Veterans Administration which is less than 1 year old;
  - Spouse of Disabled Veteran must submit a Form DD-214, a copy of the marriage certificate, and a current statement of disability from the Veterans Administration which is less than 1 year old; or
  - Spouse of a Deceased Veteran must submit a Form DD-214, a copy of the marriage certificate, and a copy of the veteran's death certificate.

**Required application materials:**

- Completed LRDHU employment application at LRDHU.com
- Cover letter addressing the above qualifications
- Resume

**Submit application materials to:**

- To Denton Heisler, Administrator via email at [heislerdenton@nd.gov](mailto:heislerdenton@nd.gov)
- Lake Region District Health Unit  
Attn: Administrator  
524 4<sup>th</sup> Ave NE Unit 9  
Devils Lake, ND 58301

\*\* All offers of employment will be contingent on successful completion of pre-employment criminal background check and reference checks. \*\*