

**PINE COUNTY  
ADMINISTRATOR**  
635 NORTHRIDGE DRIVE NW, SUITE 200  
PINE CITY, MN 55063  
1-800-450-7463 Extension 1620  
FAX (320) 591-1628

Date Posted: 11/15/18

**Deadline: 12/07/18 @ 4:30 pm**

**EMPLOYMENT NOTICE**  
**Registered Nurse/Public Health Nurse**  
**Pine County Public Health - Family Health Services Unit**

**Position:** RN/PHN **Location:** HHS – Sandstone  
**Union:** AFSCME H&HS Unit **OT Status:** Full-time, non-exempt (37.5 hrs/week)

*Come join the Pine County Public Health team, serving families with young children through home visiting and WIC!*

**ESSENTIAL DUTIES**

In this position, you will provide home visits, education and outreach to individuals and families, perform medical evaluations, collect medical data, prepare and maintain files and records, conduct nutrition and health assessments, determines nutritional risk, provides individualized nutrition education, and prescribes supplemental foods. Educates clients/families about the benefits of preventative health care, services available, and when/how to obtain these services and makes appropriate referrals to the service providers. Collaborates in the development and delivery of programs and activities to promote health and prevent disease. Participates in county emergency preparedness; community events-immunization clinics, coordinates community training events, health fairs and presentations. This would be in the Family Home Visiting and WIC programs within Public Health.

**MINIMUM QUALIFICATIONS**

Registered Nurse with one year experience, or certified Public Health Nurse  
Also, valid driver's license.

**APPLICANT INFORMATION**

Applicants must complete a county application; resumes alone will not be accepted. Contact Pine County Administrator's office for an application or download the application on the web site at **www.co.pine.mn.us under Departments – Human Resources - Employment Opportunities** and drop off or mail to the County Administrator's office by **Friday, December 7, 2018 @ 4:30 pm**.

Applicants must also be on the MN Merit System eligibility list. To apply, go to <https://agency.governmentjobs.com/mnmeritsystem/default.cfm> and click on **Job Posting 558-58 PHN or 560-58 RN**. Deadline for receipt of applications is **Friday, December 7, 2018 @ 4:30 pm**. For further information regarding the Merit System, please call 651-431-3030 or email at [dhs.merit.system@state.mn.us](mailto:dhs.merit.system@state.mn.us)

**Merit System Examination process**

The examination will consist entirely of a rating of education and experience based on responses to the supplemental questionnaire

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**PINE COUNTY PERSONNEL SYSTEM**

**CLASSIFICATION:** RN/PHN  
**PAY GRADE:** RN - Grade 10 - \$23.28/hr - \$29.26/hr DOQ (2018)  
PHN - Grade 11 - \$24.68/hr - \$31.02/hr DOQ (2018)  
**RATING METHOD:** The selection process will include a formal interview and may include testing and/or other methods of selection.  
**CLOSING DATE:** **Friday, December 7, 2018 @ 4:30 pm**

An Equal Opportunity Employer/Affirmative Action Employer