



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

## FAMILY NURSE PRACTITIONER

### *Position Description*

<b>Opens: May 23, 2019</b>		<b>Closes: June 21, 2019</b>	
<b>Department:</b>	Health	<b>Reports to (title):</b>	Clinic Manager
<b>Job Code:</b>	EX-20	<b>Job Location:</b>	Bois Forte Health Services– Nett Lake and Vermilion, MN
<b>Pay Range:</b>	Min: \$94,786.70 (\$38.121) Mid: \$126,382.27 (\$60.760) Max: \$157,977.84 (\$75.95)	<b>Supervises:</b>	Yes
<b>Hours/week:</b>	40	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	01/01/2017
		<b>Revised Date:</b>	01/03/2017

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Nurse Practitioner provides diagnostic, preventative, and therapeutic health services to patients and family members at the Bois Forte and Vermilion Clinics; with the ability to function as an independent practitioner. The Bois Forte Health & Human Services and IHS goal is to raise Indian Health status to the highest possible level.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Secures a health and developmental history from the patient or parent and performs a detailed physical exam; records findings and makes critical evaluations. Performs or requests special screening and developmental tests and diagnostic tests and procedure and interprets the results.
2. Discriminates between normal and abnormal findings to recognize early stages of serious physical, emotional or mental problems. Makes decisions concerning medical care needs of patients which may involve various treatment modalities, prescribed medications, consultation and referral when appropriate.
3. Provides direct and independent medical care in the presence of illness or disability in order to maintain life, provide comfort, reduce distress and enhance coping ability.
4. Provides surveillance or medical practices applied to stabilize chronically ill persons; adjusts treatments within established standing orders recognizing when to refer the patient to the physician or other health team members.
5. Provide Medical Services during regular business hours.
6. Provides the greatest scope of services possible and refers out the least number of patients as possible.

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7. Assesses healthcare plans and provides comprehensive and therapeutic medical care to patients in a family practice facility.
8. Order and/or perform screening and diagnostic tests and procedures (lab studies, x-rays, electrocardiograms, referrals, etc.)
9. Teach and counsel patients and family on disease preventions and health maintenance techniques. Promote responsible behavior and implement plans to further enhance patient/family understanding of medical problems.
10. Collaborates with other health professionals to develop treatment protocols, standards of practice and policies.
11. Participates in ongoing quality improvement activities, including audits, chart review, development of review criteria, development of plans for improving performance and evaluations of effectiveness of actions in improving performance.
12. Serve as consultant and provide technical assistance to other health care providers and staff.
13. Attends meetings as directed by supervisor.
14. Other duties as assigned by supervisor.

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• One (1) year experience as a Nurse Practitioner; or, 6 months of experience as a Nurse Practitioner combined with a minimum of 3 years previous nursing experience.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Graduation from an accredited Registered Nursing program and graduation from an accredited Family Nurse Practitioner program.</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Maintain compliance with the Minnesota Board of Medical Practice requirement for State Licensure.</li><li>• Certified as a Nurse Practitioner.</li><li>• DEA licensure.</li><li>• CPR certificate.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of established concepts, principles and practices related to Nurse Practitioner training, with full consideration of mental, emotional and physical factors.</li><li>• Ability to use critical thinking skills, function independently and make complex decisions based on standards of care, policies and procedures, critical pathways, and nursing, home healthcare and palliative care practices and procedures.</li><li>• Knowledge of regulatory agencies documentation requirements and ability to accurately and completely document clinical data.</li><li>• Knowledge of disease processes in order to recognize their effects, side effects and complications. This includes knowledge of the appropriate therapeutic intervention along with the ability to perform complex care based on the specific needs of the patient.</li><li>• Ability to recognize adverse signs and symptoms which are not always apparent and to react promptly in emergency situations, including the implementation of life saving procedures. This includes knowledge of BLS, ACLS, CPR, and PALS.</li><li>• Knowledge of human behavior in order to provide counseling, guidance and health instruction in order to create and maintain a positive experience for both patients and their families.</li><li>• Knowledge of the pharmacology of various medications (both legal and illegal substances), their therapeutic effects, side effects and adverse reactions.</li></ul> |

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- Knowledge of durable medical equipment and other medically necessary equipment for home use including, but not limited to: wheelchairs, hospital beds, walkers, oxygen equipment, lift chairs, Hoyer lifts, etc.
- Knowledge of clinic policies and procedures relating to wound care and infection control.
- Ability to prioritize activities and organize time effectively.
- Ability to provide good customer service with a patient-centric approach.
- Excellent interpersonal skills in handling interactions with hospital staff, other agencies, groups, and patients and families; capable of working with and actively participating with a diverse multi-disciplinary team.
- Must be aware of laws of confidentiality and HIPAA.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### **PREFERRED QUALIFICATIONS**

- Prior experience working with Indian Health Service (IHS) or in a Tribal healthcare setting.

### **WORK ENVIRONMENT**

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### **TRIBAL AND INDIAN PREFERENCE**

# NURSE PRACTITIONER

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The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### **OTHER**

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [mlilya@boisforte-nsn.gov](mailto:mlilya@boisforte-nsn.gov). Applications received after the closing date will not be accepted.