



# Bois Forte Band of Chippewa

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

## PSYCHIATRIC NURSE PRACTITIONER

### Position Description

<b>Opens: February 4, 2019</b> <b>Closes: February 15, 2019</b>			
<b>Department:</b>	Health & Human Services	<b>Reports to (title):</b>	Clinic Manager
<b>Job Code:</b>	EX 20	<b>Job Location:</b>	Nett Lake, and Vermilion
<b>Pay Range:</b>	Min: \$45.571 (\$94,786.70) Mid: \$60.76 ( \$126,382.27) Max: \$75.95 (\$157,977.84)	<b>Supervises:</b>	None
<b>Hours/week:</b>	24	<b>Classification:</b>	Executive
<b>Type of Position:</b>	Part-Time	<b>Effective Date:</b>	12/18/2018
		<b>Revised Date:</b>	12/18/2018

### 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 Practitioner Nurse Practitioner will provide clinical consultative, evaluative, and psychiatric medication management services for clients of the Bois Forte Health & Human Services Division.

The incumbent's duties include prescribing medication and providing medication management, counseling, case management and mental health clinical services.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Ensures that mental health services are based on clinical needs and are delivered in a manner that is culturally sensitive and culturally appropriate.
- Asses the mental status of the Psychiatric Patients.
- Provide diagnostic assessments for children, adolescents, and adults as needed and in compliance with all DHS standards.
- Provide good customer service and focuses client care in a holistic, person centered approach.
- Develop treatment plans for patients and provides ongoing medication management for clients, including psychotropic drug treatment.
- Prescribe medications for patients to take in the future and monitors the effects of medications on a patient's mental health.
- Evaluate the actions and mental capacities of patients.

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- Perform individual counseling in assigned program; evaluate needs of client, write treatment plans, and provide referrals; may provide urgent-care, crisis intervention counseling.
- Maintains accurate and timely records on all assigned clients, including diagnostic assessments and updates, treatment plans and treatment plan updates, weekly case notes, consultation, monthly progress reports, file reviews in health records (paper or electronic) with the appropriate degree of detail to meet insurance, legal, and clinical standards.
- Perform case management activities when needed such as consulting with other departments and agencies to coordinate care for patients, making recommendations for outside treatment, and participating in staff meetings to determine best treatment for patients.
- Enter and maintain clinical information and clinical notes into an electronic charting system in a timely fashion.
- Ensure that all billing encounters, progress/encounter notes are entered and turned in a timely fashion.
- Maintains Licensure requirements and attends any trainings and conferences to ensure keeping up-to-date with proper therapeutic techniques, treatments, and CEU's.
- Provide consultation services to area agencies when requested and build and maintain positive working relationships with collaborating agencies and programs in house and out.
- Provide referrals to clients for available resources and services within the Reservation and surrounding communities.
- Create reports as requested or needed.
- Perform other duties of a similar nature or level as requested by supervisor or director.

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• 5 years of clinical psychiatric experience preferred</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Master's Degree in Psychiatric Nursing</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Certification for Psychiatric Nurse Practitioner State Registered Nurses License Minnesota State Authority granting Prescribing and Dispensing Authority;</li><li>• Drug Enforcement Administration (DEA) Certificate;</li><li>• Nurse Practitioner in good standing with Minnesota Licensing Board;</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Best practices in psychiatric care</li><li>• Knowledge of pharmacology of various medications (both legal and illegal substances), their therapeutic side effects and adverse reactions.</li><li>• Intermediate knowledge of biopsychosocial (BPS) aspects of mental, developmental, physical disabilities etc., in order to formulate diagnoses, participates in treatment process and delivery.</li><li>• Psychiatric evaluation and medication management for adults, adolescents and children</li><li>• Tribal, state and federal regulations regarding psychiatric and behavioral health care</li><li>• Level of care determinations</li><li>• Knowledge of federal laws including Health Insurance Portability Accountability (HIPAA), government regulations, federal privacy act and agency rules and maintain the confidentiality of interactions with clients, staff, and others.</li><li>• Ability to use critical thinking skills, function independently and make complex decisions based on standards of care, policies and procedures, critical pathways.</li><li>• Counseling practices and procedures;</li><li>• Ability to utilize telemedicine when required for consultation purposes</li><li>• Knowledge of conflict mediation principles and has the ability to handle stress and unstable client behavior.</li><li>• ICD-10 Classification System</li><li>• Be able to work independently, as well as part of a team</li></ul> |

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- Be able to meet productivity guidelines
- Establish and maintain an effective working relationship with colleagues, clients, and outside programs;
- Excellent interpersonal skills in handling interactions with staff, other agencies, groups, and patients and families and working with a diverse multi-disciplinary team.
- Operate a variety of office equipment, including a computer and related software applications;
- Knowledge of biological, behavioral, and environmental aspects of emotional disturbances, mental health disability, and substance abuse
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions.
- Knowledge and scope of activities of tribal, public, and private health and child welfare agencies and other available community, tribal, county and state resources.
- Basic knowledge of community organizations to initiate/coordinate aftercare and treatment delivery within the community
- Ability to be flexible, organize and prioritizes time effectively.

### **PREFERRED QUALIFICATIONS**

- None

### **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.
- 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**

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.

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### **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.**