



# Bois Forte Band of Chippewa

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

## REGISTERED NURSE

### *Position Description*

Opens: May 21, 2019 Closes: June 19, 2019			
<b>Department:</b>	Health and Human Services	<b>Reports to (title):</b>	Director of Nursing
<b>Job Code:</b>	N-14	<b>Job Location:</b>	Bois Forte Tribal Government Nett Lake, MN
<b>Pay Range:</b>	Min: \$22.25 Mid: \$27.81 Max: \$33.37	<b>Supervises:</b>	No
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	02/27/2017
		<b>Revised Date:</b>	02/27/2017

### 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 Registered Nurse position collaborates with nursing staff at all levels, interdisciplinary teams, and executive officers, in the development, implementation and evaluation of programs and services. Develops and implements standards of practice that guide practice improvement initiatives, and strengthen the partnership with the patient and staff. Implements National Nursing Standards, and integrates clinical best practice with department policy and procedures. Position requires strong interpersonal communication skills, to establish and enhance positive relationships with patients, co-workers, and others. The Registered Nurse demonstrates clinical competence in nursing practice, and a passion for primary healthcare.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Performs nursing assessment, walk-in triage, phone triage, vital signs, EKG, IV's, injections, immunizations, medical history update, specimen collection, point-of-care testing, wound care, patient scheduling and other clinical nursing duties as assigned.
2. Promotes an atmosphere of open communication facilitating collaborative decision-making, resolution of conflict, and collegiality among all health team members.
3. Coordinates health care needs through the use of all health care disciplines to meet identified patient care needs.
4. Provides health care counseling and teaching.
5. Assists providers with examinations and procedures.
6. Responsible for learning, implementing and teaching new technology/procedures.
7. Provides clinical updates and competency check-offs to assigned staff.

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8. Assists in maintaining a clean and safe work environment at all times.
9. Provides patient care and delegates responsibilities within the scope of practice and validated competencies, in order to meet the workload demands of the clinic.
10. Provides nursing care to meet the physical, emotional, mental, spiritual and socio-cultural needs of patients and families.
11. Prepares patients for tests, examinations and treatments prescribed by providers.
12. Administers medicine to patients as prescribed by the providers.
13. Possesses immunization knowledge, to include administering, ordering, reporting and documentation.
14. Coordinates ancillary services as needed.
15. Serves as acting Supervisor for Nursing staff in absence of Nursing Director.
16. Responsible for operating within an approved budget.
17. Comfortable with triaging patient concerns and needs telephonically and/or through the use of computer based communication.
18. Assists providers in reviewing and completing routine medication refills, prescription monitoring program, as well as case management.
19. Will be required to work at the Vermilion Clinic on a scheduled basis.
20. Performs other job-related duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

Experience:	Three years recent clinical experience
Education:	Associates or Bachelors degree in Nursing. Must have been approved for or awarded a degree or diploma from a Professional Nursing program.
License/Certification:	<ul style="list-style-type: none"><li>• CPR and First Aid Certifications</li><li>• Current, active and unrestricted Nursing license as a Registered Nurse in the state of Minnesota</li><li>• May be required to obtain additional certifications or trainings in one or specialty areas, including x-ray certification.</li><li>• Expended to attend continuing education classes to maintain licensure and to meet the needs of the job.</li></ul>
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none"><li>• Valid driver's license, current auto insurance and the use of a privately owned vehicle for business purposes.</li><li>• Good working knowledge of Minnesota Chippewa Tribe Revised Constitution and By-laws, Section II Membership and Bois Forte Reservation policy as it pertains to Tribal Enrollment.</li><li>• Able to use electronic data base system, and facilitate transfer and maintenance of electronic information.</li><li>• Able to make sound independent judgments on potentially sensitive, personal issues.</li><li>• Possesses good working relationships with the general public and Indian leadership.</li><li>• Demonstrates the ability and willingness to strictly adhere to Freedom of Information and Privacy Act.</li><li>• Must be able to type with minimal errors.</li><li>• Able to communicate effectively orally and in writing.</li><li>• Capable of 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.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li></ul>

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- 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

- 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. 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

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.

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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.