

KEWEENAW BAY INDIAN COMMUNITY

2020 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

Occupational/Employee Health Nurse

One (1) full time, non-exempt position
Grant Funded

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of Michigan Licensure
- Copy of college transcripts
- Cover letter/ Personal Statement
- Current Resume'
- Copy of valid unrestricted driver's license
- Minimum (3) Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services.
- If you are an American Indian, you must attach a copy of tribal enrollment or proof of descendency.
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 Fax: 906-353-8068
[Email: personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

The Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

Occupational/Employee Health Nurse
One (1) full-time position-40 hours/week
(Grant Funded)

LOCATION:

Donald A. LaPointe Health & Education Facility
102 Superior Avenue
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Health Administrator

SALARY:

Grade N/R (minimum starting wage = \$24.00)

QUALIFICATIONS:

- A Bachelor's of Science in Nursing degree preferred **OR** Associate Degree in Nursing
- A current State of Michigan Registered Nurse Licensure or obtain within 30 days of hire.
- Possession of current Michigan Driver License, and be insurable to operate fleet vehicles.
- Experience in program implementation, collaboration, and Community Health Nursing preferred.
- Computer skills-data entry, Excel, MS Word.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical, and drug test.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy

POSITION SUMMARY:

The Occupational/Employee Health Nurse promotes health and safety to all employees by performing independent, responsible and professional occupational/employee health nursing and consultation services that include disease detection, prevention, and treatment; evaluating and conducting employee health screenings; administering or arranging for employees to receive vaccinations and Tuberculosis (TB) screening; planning, instructing, and counseling individuals and groups on emergency and preventive health care procedures; and promoting a safe work environment. The Occupational/employee health nurse will be cross-trained on all pandemic-related activities and will provide support to the

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KBIC government and enterprise business on both pandemic and health and safety tasks. Pandemic duties will include intake, triage, and testing of employees.

MANDATORY ANNUAL REQUIREMENTS:

CPR Training
Universal Precautions
TB Skin test

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Develops and implements preventive health programs and procedures such as health education, accident prevention, alcohol abuse counseling, curtailment of smoking, and weight control measures.
2. Knowledge of Occupational Health and Safety and Centers for Disease Control regulations.
3. Assists in implementing medical surveillance programs as deemed necessary by regulatory agencies such as OSHA, CDC, and accreditation bodies.
4. Assists employees who are injured or become ill at work and make referrals to the medical provider.
5. Conduct wellness clinics and health screenings, including blood pressure screening, diabetes testing, and immunization clinics (including TB testing, and influenza and Hepatitis B vaccinations).
6. Screen employees for signs and symptoms of COVID-19 illness; advise on isolation per established protocols.
7. Work collaboratively with the local health department and other health care providers in managing COVID-19 at KBIC worksites.
8. Communicate with employees, supervisors/managers, and human services about employees that are off duty/not working due to COVID-19 and timeframes for return to work.
9. Provide information and documentation to the appropriate source (employee, supervisor, medical provider, or insurance carrier) in a timely, accurate, and concise manner.
10. Assess the work environment to identify potential health or safety problems or sources of illness and injury.

11. Develop, update, communicate, and distribute health and safety policies and procedures that can help reduce accidents, injuries, infections, and control disease, and promote better overall health. These would be related to bloodborne pathogens, infection control, including COVID-19, employee immunization/inoculation, ergonomic, and safety.
12. Provide continual education and training to employees on Blood Borne Pathogens, infection control, including COVID-19, and injury prevention.
13. Supports COVID-19 case investigation and participates in contact tracing activities.
14. Provide education about personal protective equipment utilized at KBIC worksites.
15. Fit test particulate respirators for employees.
16. Maintain and secure accurate and confidential medical department records, and statistical reports for COVID-19 cases and other medical/health-related incidents.
17. Refer employees to the Employee Assistance Program as required.
18. Performs communicable disease exposure follow up.
19. Collect and maintain facts and data regarding accident and injury reports.
20. Participates in the assessment, evaluation, and development of protocols as requested
21. Order and maintain first aid supplies for the organizations.
22. Employee resource for first aid, exposures, immunizations, and interpretation of workplace restrictions.
23. Clinical duties include first aid, venipuncture, administering IM, SQ, and intradermal injections, and following written standard protocols as needed.
24. Any other duties as assigned by the Supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: October 5, 2020

Closing Date: October 19, 2020 @ 4:00 p.m.

TERO approved: <u>Debra Picciano</u> Date: <u>10 / 2 / 2020</u> <u>Reviewed for Barriers</u> <u>Only!</u>
