

# KEWEENAW BAY INDIAN COMMUNITY

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

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## COMMUNITY HEALTH NURSE

One (1) full-time, Non-Exempt position

***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
- Current Resume'
- Personal Statement
- Minimum of three (3) Letters of Recommendation
- Copy of HS Diploma/GED or College Transcripts
- Copy of Registered Nurse (RN) license
- Copy of valid, unrestricted Michigan driver's license
- Documentation of CPR certification, if applicable
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services (DHHS)
- If you are 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  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** September 13, 2016

**Closing Date:** September 27, 2016 at 4:00 pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

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### POSITION DESCRIPTION

**POSITION:**

**Community Health Nurse**  
Full-time, non-exempt position

**LOCATION:**

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

**SUPERVISORY CONTROL:**

Assistant Health Administrator

**SALARY:**

GRADE 10 (minimum starting wage = \$18.37/hour)

**QUALIFICATIONS:**

- Current Registered Nurse (RN) licensure to practice in Michigan, Wisconsin, or Minnesota (must obtain a Michigan License within 6 months of hire).
- Experience in public health/community health, chronic care or working with grant programs is preferred.
- Experience working with Native American populations or organizations is preferred.
- Must have basic knowledge of Indian Health Programming and the local Tribal community.
- Must have a valid, unrestricted Michigan driver license, reliable licensed vehicle and vehicle insurance; and must be insurable to operate fleet vehicles.
- Must be willing to travel, as needed.
- Must be willing to occasionally work evenings and weekends.
- Must have working knowledge of general office and clerical practices; good organizational, verbal and written skills; and strong computer skills, including word processing and electronic file management.
- Must have basic knowledge of Electronic Health Records (EHR).
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigator Policy
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug screening, and a pre-employment physical.

**MANDATORY ANNUAL REQUIREMENTS:**

- CPR Certification/Review
- Universal Precautions
- TB Skin Test
- HIPAA Training

**INDIAN PREFERENCE:**

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

**VETERAN PREFERENCE:**

Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

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## **DUTIES AND RESPONSIBILITIES:**

- Work with current DHHS grant funded programs or special projects, which may include but are not limited to: diabetes care, public health preparedness, heart disease, cancer, asthma, adult and childhood immunizations, communicable disease, tobacco, lifestyle change and safety/injury.
- Responsible for, and adheres to, federal/state guidelines, reporting and budgetary requirements, and the evaluation process of funded projects or initiatives.
- Develop and implement program policies as determined by current initiatives and projects.
- Member of the Care team; provides self-management education, case management services, and clinical care for people with acute and chronic illness.
- Member of the Public Health Emergency Preparedness (PHEP) team; assists with PHEP planning, and implementation of community activities and exercises/drills.
- Participates in the implementation and maintenance of patient centered medical home clinical quality measures.
- Responsible for maintaining and management of DHHS health registries such as asthma, CHF, CKD, etc.
- Directs or conducts patient education sessions, health screening, and monitoring of individual and community health status.
- Participates in accreditation activities as assigned.
- Collects community data that is accurate and compatible with other entities at KBIC.
- Provides skilled nursing care as directed by MD.
- Services may be performed in homes, schools, clinics, and tribal community facilities.
- Coordination of health promotion activities including, but not limited to, ongoing and planned programs funded by Indian Health Services, the health center, and development of new initiatives.
- Contributes to monthly health promotion events; develops newsletter articles, set up monthly health displays, and coordinates special events.
- Maintains strict confidentiality and follows HIPPA guidelines and complies with mandatory reporting laws.
- Participates in department committees and work groups as assigned.
- Collaborates with various health care providers and agencies, both within and outside the tribal community, to provide optimum care and resources for KBIC.
- Maintains appropriate data, tracking and billing forms as necessary.
- Attend care management, consortia and local meetings, as well as additional training, networking conferences, etc. as directed.
- Provide monthly reports to supervisor regarding services provided.
- Participates in departmental staff meetings and mandatory trainings.
- Participates in coordination of annual training of DHHS staff (blood borne pathogens, TP skin testing, immunizations, HIPPA, etc.).
- Promotes and participates in activities with a focus to increase community and health care immunization rates.
- Participates in annual community influenza clinics and campaigns.
- Provides fill-in coverage in the medical clinic and lab and provides assistance, as needed, for continuity of medical services during acute crisis management.
- All 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:** September 13, 2016

**Closing Date:** September 27, 2016 at 4:00pm

Qualification Sheet

Name: \_\_\_\_\_

POSITION: **Community Health Nurse**

**Please list your specific experience and knowledge in regards to the following qualifications:**

Current Registered Nurse (RN) licensure to practice in Michigan, Wisconsin, or Minnesota (must obtain a Michigan Licensure within 6 months of hire).

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Experience in public health/community health, chronic care or working with grant programs is preferred.

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