

KEWEENAW BAY INDIAN COMMUNITY

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

2015 TRIBAL COUNCIL

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

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOT, SR.
DON MESSER, JR.
DONALD SHALIFOE, SR.

PUBLIC HEALTH NURSE/CASE MANAGER

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
- College Transcripts
- Copy of Michigan Registered Nurse 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

Distribution Date: November 24, 2015

Closing Date: December 10, 2015 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION: PUBLIC HEALTH NURSE/CASE MANAGER
One (1) full-time, non-exempt position

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

SUPERVISORY CONTROL: Community Health Director

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

POSITION SUMMARY:

A licensed Public Health Nurse is responsible for promoting the well-being of the community and seeks to promote health, prevent disease, disability and premature death among residents of the KBIC. The PHN educates individuals, families, and groups to promote healthy behaviors focused on Healthy People 2020 Leading Health Indicators.

QUALIFICATIONS:

- Bachelor of Science degree in Nursing preferred
- OR**
- Associate of Science degree in Nursing/RN with Community Health experience.
- Current State of Michigan Registered Nurse licensure (Can be an RN from another state, but must obtain a Michigan Licensure within 90 days of employment)
- Maintain a current RN licensure and credentialing as a Certified Diabetes Education (Obtain 25 CEU's for nursing license every 2 years and 75 CEU's in diabetes education to maintain CDE)
- Experience in program administration, planning, implementation, coordination and evaluation required.
- Experience in nursing, community health nursing preferred.
- Must have a current, valid Michigan driver license, reliable licensed vehicle and vehicle insurance. Additionally, must be able to operate fleet vehicles.
- Computer skills – data entry, Excel spreadsheets, MS Word.
- 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).

JOB DUTIES:

- Improve health outcomes of high risk tribal members through early detection, prevention, and improving access to quality services.
- Participates in conducting community health assessments and collecting and analyzing health data for the Keweenaw Bay Indian Community.
- Coordinates adult/employee immunization program: annual influenza clinic and TB skin testing programs.
- Develops and implements a commercial tobacco cessation program and referral process.
- Implement the comprehensive Special Diabetes Program for Indians (SDPI) for the Tribal Community; promotes IHS (Indian Health Services) standards of diabetic care; participates in monthly diabetes clinic as part of the comprehensive diabetes program
- Responsible for performing annual IHS Diabetes Medical chart audit and providing results to Bemidji Area Office consultant.
- Assist in the development of program policies and procedures
- Provide case management services which include patient assessment, monitoring of health status, developing care plans, referrals to appropriate agencies and follow up care.
- Provide generalized public health nursing program that emphasizes the prevention of illness and the promotion and maintenance of health which is accomplished through teaching, counseling, demonstrations, screenings, observations and early intervention in illness.
- Provide service activities that focus on the high risk population of maternal-child health, the elderly, and those with acute and chronic illnesses.
- Services may be performed in homes, schools, clinics and tribal community facilities
- Work with other agencies in the community in planning and coordinating services available to the individual patient.
- Submit required reports necessary for program compliance.
- Coordination of health promotion activities including, but not limited to, ongoing and planned programs funded by Indian Health Services, Special Diabetes Program for Indians (SPDI) and organization and development of new initiatives.
- Oversee, plan, manage, and present to groups of people, community health education programs for the Indian Community on a regular bases.
- Responsible for data collection related to program documentation of services and entering community health related data into the electronic medical record per DHHS policy.
- Public information education programming will be provided for: diabetes, smoking, asthma, cancer, cardiovascular health, mental health and general good health.
- Organize and develop health education materials and resources to be utilized by tribal health services program.
- Provide fill in nursing coverage in medical clinic, specialty clinics and in community health program as needed.
- Will submit a monthly report to Tribal Health Administrator.

- Participate in monthly DHHS Safety Committee meetings and emergency preparedness activities
- Coordinates, implements, and documents quality improvement efforts such as chart audits, tuberculosis review, disaster drills and program reviews
- Provide annual staff training and professional development on OSHA, blood borne pathogens, and other training as needed.
- 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: November 24, 2015

Closing Date: December 10, 2015 at 4:00 pm

Name: _____

POSITION: **Public Health Nurse**

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

Bachelor of Science degree in Nursing preferred **OR** Associate of Science degree in Nursing/RN with Community Health experience.

Current State of Michigan Registered Nurse licensure (Can be an RN from another state, but must obtain a Michigan Licensure within 90 days of employment)

Maintain a current RN licensure and credentialing as a Certified Diabetes Education (Obtain 25 CEU's for nursing license every 2 years and 75 CEU's in diabetes education to maintain CDE)

Experience in program administration, planning, implementation, coordination and evaluation required.

Experience in nursing (community health nursing) preferred.

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