

KEWEENAW BAY INDIAN COMMUNITY

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
HOPE E. LARAMORE
SAM LOONSFOT
TONI J. MINTON

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 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov**

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. 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"

KEWEENAW BAY INDIAN COMMUNITY

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
HOPE E. LARAMORE
SAM LOONSFOT
TONI J. MINTON

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:

Community Health Coordinator

SALARY:

GRADE NR (minimum starting wage = \$27.00/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 driver's license, be insurable to drive fleet vehicles.
- Must be willing to travel local and out of town, as needed.
- Must be willing to occasionally work evenings and weekends.
- Must have a 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 Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug screening, and a pre-employment physical.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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 bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. 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.
2. Responsible for, and adheres to, federal/state guidelines, reporting, and budgetary requirements, and the evaluation process of funded projects or initiatives.
3. Develop and implement program policies as determined by current initiatives and projects.
4. Member of the Care team; provides self-management education, case management services, and clinical care for people with acute and chronic illnesses.
5. Member of the Public Health Emergency Preparedness (PHEP) team; assists with PHEP planning, and implementation of community activities and exercises/drills.
6. Participates in the implementation and maintenance of patient-centered medical home clinical quality measures.
7. Responsible for maintaining and management of DHHS health registries such as asthma, CHF, CKD, etc.
8. Directs or conducts patient education sessions, health screening, and monitoring of individual and community health status.
9. Participates in accreditation activities as assigned.
10. Collect community data that is accurate and compatible with other entities at KBIC.
11. Provides skilled nursing care as directed by MD.
12. Services may be performed in homes, schools, clinics, and tribal community facilities.
13. Coordinate health promotion activities, including but not limited to ongoing and planned programs funded by Indian Health Services and the health center, and develop new initiatives.
14. Contributes to monthly health promotion events; develops newsletter articles, set up monthly health displays, and coordinates special events.
15. Maintains strict confidentiality and follows HIPPA guidelines and complies with mandatory reporting laws.
16. Participates in department committees and workgroups as assigned.
17. Collaborates with various health care providers and agencies, both within and outside the tribal community, to provide optimum care and resources for KBIC.
18. Maintains appropriate data, tracking, and billing forms as necessary.

19. Attend care management, consortia, and local meetings, as well as additional training, networking conferences, etc. as directed.
20. Provide monthly reports to the supervisor regarding the services provided.
21. Participates in departmental staff meetings and mandatory training.
22. Participates in the coordination of annual training of DHHS staff (bloodborne pathogens, TP skin testing, immunizations, HIPPA, etc.).
23. Promotes and participates in activities with a focus on increasing community and healthcare immunization rates.
24. Participates in annual community influenza clinics and campaigns.
25. Provides fill-in coverage in the medical clinic and lab and assists, as needed, for continuity of medical services during acute crisis management.
26. 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: October 1, 2024

Closing Date: October 16, 2024 @ 4:00 p.m. or until filled

TERO Approved:
Reviewed for barriers only!
Date: <u>10/1/2024</u>