

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, 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

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

COMMUNITY & OCCUPATIONAL 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 direct descent
- ☐ 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 OR 4176 OR 4175
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"

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POSITION DESCRIPTION

POSITION:

Community & Occupational Health Nurse

Full-time, Non-exempt position

LOCATION:

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

SUPERVISORY CONTROL:

Chief Medical Officer

SALARY:

GRADE NR (minimum starting wage = \$28.68/hour)

QUALIFICATIONS:

- Current Registered Nurse (RN) licensure to practice in Michigan. If licensed in another state, must obtain licensure from the State of Michigan within 90 days of employment.
- Experience in public health/community health, chronic care, or working with grant programs.
- 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 locally and out of town, as needed.
- Must be willing to occasionally work evenings and weekends.
- Must adhere to strict HIPAA laws and regulations.
- 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).
- Knowledge of Occupational Health and Safety and Centers for Disease Control regulations.
- 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.

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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. Responsible for maintaining and managing DHHS health registries such as asthma, CHF, CKD, etc.
7. Directs or conducts patient education sessions, health screening, and monitoring of individual and community health status.
8. Participates in accreditation activities as assigned.
9. Collect community data that is accurate and compatible with other entities at KBIC.
10. Provides skilled nursing care as directed by the supervisor.
11. Services may be performed in homes, schools, clinics, and tribal community facilities.
12. 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.
13. Contributes to monthly health promotion events; develops newsletter articles, sets up monthly health displays, and coordinates special events. Conduct wellness clinics and health screenings, including blood pressure screening, diabetes testing, and immunization clinics (including TB testing, influenza, COVID-19 and Hepatitis B vaccinations).
14. Maintains strict confidentiality and follows HIPAA guidelines and complies with mandatory reporting laws.

15. Participates in department committees and workgroups as assigned.
16. Collaborates with various health care providers and agencies, both within and outside the tribal community, to provide optimum care and resources for KBIC.
17. Maintains appropriate data, tracking, and billing forms as necessary.
18. Attend care management, consortia, and local meetings, as well as additional training, networking conferences, etc., as directed.
19. Provide monthly reports to the supervisor regarding the services provided.
20. Participates in departmental staff meetings and mandatory training.
21. Promotes and participates in activities with a focus on increasing community and healthcare immunization rates.
22. Provides fill-in coverage in the medical clinic and lab and assists, as needed, for continuity of medical services during acute crisis management.
23. Assists in implementing federal medical programs as deemed necessary by federal regulatory agencies.
24. Assists KBIC Health Center employees who are injured and provides required reports to the Personnel Department.
25. Assist KBIC Health Center employees who become ill at work and make referrals to the proper medical provider.
26. Communicate with employees, supervisors/managers, and the Personnel Department about employees who are off duty/not working due to illness/injury and timeframes for return to work.
27. Provide continual education and training to employees on Blood Borne Pathogens, infection control, and injury prevention.
28. Collect and maintain facts and data regarding accident and injury reports.
29. Clinical duties include first aid, venipuncture, administering IM, SQ, and intradermal injections following federal and tribal guidelines.
30. Maintain and secure accurate and confidential medical department records, and statistical reports for medical/health-related incidents.
31. 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 25, 2025

Closing Date: October 10, 2025 @ 4:00 p.m. or until filled

TERO Approved: <i>Debra P. Picciano</i>
Reviewed for barriers only!
Date: <i>9/25/2025</i>