

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

BEHAVIORAL HEALTH REGISTERED NURSE (RN)

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'
- ☐ Cover Letter
- ☐ Minimum of three (3) Professional Letters of Recommendation
- ☐ Copy of current RN Licensure
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ 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. 4175 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on 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 ANNOUNCEMENT

POSITION: Behavioral Health Registered Nurse (RN)
Full-time, Non-Exempt position

LOCATION: KBIC Health System Medical Clinic
Baraga, MI 49908

SUPERVISORY CONTROL: Chief Medical Officer

SALARY: Minimum Starting Wage: \$32.72 per hour

QUALIFICATIONS:

- Current Registered Nurse licensure. *If licensed in another state, must obtain licensure from the State of Michigan within 90 days of employment.*
- General knowledge or experience working with the Native American community preferred.
- Basic computer skills required. Experience working with Microsoft Office and Electronic Medical Records (EMRs) preferred.
- Ability to work effectively with others for timely job completion.
- 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.

MANDATORY ANNUAL REQUIREMENTS:

- CPR Training
- 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. Acts as a liaison and coordinator between patients, providers, psychiatrist, and clinic staff. Will sit through appointments with patients to support an optimal patient experience and understanding, unless otherwise directed by the psychiatrist.
2. Provides patients a concierge level of service with a strong patient education focus and assertive support to encourage their adherence to treatment regimens. Escorts patients to virtual visit, out of virtual visits, and during virtual visits, unless otherwise directed.

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3. Uses excellent communication skills by phone, e-mail, and video, combined with good organization, patience, and empathy as a core skill set.
4. Will take referrals, contact patients, and take note of all administrative, consent, financial, and legally required information.
5. Will document symptoms, details of general medical, psychiatric, developmental history, and other information as required to reduce the administrative documentation requirement burdens to allow the psychiatrist to focus on clinical matters.
6. Will set up clinical appointments and connect with providers via a secure telemedicine system, working with other staff to resolve any technical issues as necessary.
7. Will perform follow-up with patients to ensure compliance with medications, recommended referrals, orders, and appointments.
8. Will continue to maintain contact with patients to help them navigate the treatment system while they receive treatment and continuing mental health follow-up suggested by the tele psychiatrist.
9. Serves as the hub for communication and administrative tasks for specialists and primary care providers, clinics, and patients and is a key component of making the treatment plan work.
10. Will help to monitor patient satisfaction and help to facilitate rapid access and education as necessary.
11. Will facilitate access to psychiatrist documentation as appropriate.
12. Abides by the American Nurses Association (ANA) code of ethics.
13. Delegates activities appropriately to ancillary nursing personnel.
14. Maintains strict confidentiality in accordance with the standards of the Indian Health Services and the Health Insurance Portability and Accountability Act (HIPAA).
15. Uses Universal Precautions for anticipated contact with bodily fluids or other infectious materials.
16. Promotes professional working relationships with members of the health care team.
17. Compiles monthly reports for the Medical Clinic.
18. Inventories and secures all medications.
19. Assists in the maintenance of the KBIC Health System Referral log.
20. Responsible for the assessment, plan of care, implementation/intervention concerning the patient. Duties include:
 - a) Obtaining vital signs.
 - b) Completing patient assessment/observation; monitoring and reporting patient's vital signs and symptoms.
 - c) Preparing patients for examinations and procedures.
 - d) Operating and maintaining medical equipment.
 - e) Performing blood sugar, urine, and hematocrit testing.
 - f) Collecting routine lab specimens for processing.
 - g) Maintaining patient flow throughout the Clinic.
 - h) Recalling patients for follow-up care.
 - i) Performing chart reviews.
 - j) Collecting and compiling medical data.
 - k) Identifying patient problems and devising a nursing care plan to meet the needs of the patient.
 - l) Prioritizing nursing care based on the nursing care plan and patient acuity level.
 - m) Evaluating and documenting patient response to plan of care.
 - n) Coordinating non-nursing disciplines to implement individualized plan of care.
 - o) Notifying the physician concerning patient status changes
 - p) Teaching the patient and/or family the individual patient care needs.

- q) Preparing medication refills for patients as requested.
 - r) Redressing bandages and performing other wound care, as needed.
 - s) Documenting in daily logs.
 - t) Submitting daily charge codes.
 - u) Maintaining patient advocacy, assuring compliance with patient rights.
 - v) Reviewing physician orders and ensuring appropriate integration with the patient plan of care.
 - w) Communicating rationale for physician and nursing interventions to the patient and/or family.
21. Other duties as assigned by 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: July 23, 2026

CLOSING DATE: August 10, 2026 at 4:00 pm

 TERO APPROVAL Date: 7/23/26
