



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Clinic Nurse – Health Services Department (FT - Regular) (1)**

Pay Grade: NE13 **Status:** Non-exempt; Bi-weekly Pay **Background Check:** Extensive
Hiring Range: \$25.12 - \$30.91 - \$35.61 – **Commensurate with Verified Qualifications.**

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: This position is responsible to provide professional nursing care to assigned patients. Records patient histories, performs various diagnostic tests, administers medications, and develops patient care plans in conjunction with other medical professionals. Assists physicians during examinations and procedures, operating and monitoring medical equipment as necessary. Observes patients' progress and records observations in patient medical records. Promotes patients' independence by teaching patients and families to understand conditions, medications, and self-care skills. At times, travel may be expected between the Muskegon and Manistee Clinics to cover staffing issues and meeting Clinic needs.

Employment Qualifications: Minimum Necessary Qualifications -

- Associate degree or higher in Nursing; and
- A current registered nurse licensure in State of Michigan; and
- Work experience of two (2) or more years as a Nurse in a medical office setting; and
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the patient; and
- Current CPR/BLS certification or shall obtain within 90 days of hire: and
- Valid Driver's License with the ability to be insured under the Tribe's insurance policy and maintain it throughout employment.

Duties and Responsibilities:

1. Provides exceptional customer service while receiving and assisting patients. Assists physician in developing and administering patient care plans. Calls-in prescriptions, treatments, and therapy orders.
2. Greets patients in examination rooms. Obtains vital statistics, observes, records, and reports conditions and changes, administers injections and medications, sets up medical equipment and supplies, and assists with bedside medical procedures.
3. Performs and documents telephone triage activities such as the assessment of patient conditions, answering questions regarding care, taking requests for prescriptions, communicating laboratory and diagnostic results, and providing patient instruction when applicable and directed.
4. Completes follow-up for chronically ill and in-patient clients seen through the Tribal Clinic.
5. Coordinates documentation in clinic files of patients admitted to the hospital via the Tribal Clinic, direct admission, or emergency admissions, providing data to appropriate clinic staff and appropriate agencies.
6. Monitors and reports communicable diseases as defined in the Centers for Disease Control and Department of Public Health Communicable Disease reporting guidelines. Follows-up and documents to patient file, reporting pertinent data to the Clinic Physician and appropriate clinic staff.
7. Monitors and reports lab information, coordinates ordered diagnostic data with appropriate facility, maintains diagnostic supplies, prints reports, and relays information to the appropriate clinic staff.
8. Maintains medication and medical supply inventory, rotation of stock, disposal of expired materials/medications and informs supervisor of needed supplies.

9. Oversees control of biomedical lab equipment, diagnostic equipment, and other lab equipment waived for use by the clinic. Maintains record of control in appropriate log and coordinates repairs with vendors.
10. Coordinates supply, disposal, and vendor for bio-hazardous material.
11. Performs client education in conjunction with primary providers and coordinates patient health education for school or home visits.
12. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
13. All other position related duties as assigned by supervisor and/or Health Services Director.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to independently as well as work cooperatively with other departments, and a commitment to confidentiality. Knowledge of and the ability to maintain strict confidentiality of medical and administrative records adhering to the standards for health record-keeping under HIPAA and Privacy Act guidelines.

Supervisory Responsibilities:

None

Physical Demands:

Sitting or standing for long periods of time, frequent walking, and occasional lifting, reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will routinely carry work-related materials up to twenty-five (25) pounds. Work may involve exposure to infections, communicable diseases, contaminated materials, bodily fluids, and radiation resulting in the need to wear protective equipment such as masks, eye protection, rubber gloves, and gowns.

Working Environment:

Work is performed in a climate-controlled medical office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

Application Instructions:

Obtain an **LRBOI application form (required) or fillable online** on the Tribe's website www.lrboi-nsn.gov and a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov – ATTN; HR

To apply, please submit completed LRBOI application (required), cover letter, resume, a copy of your Tribal ID front/back (If applicable); to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Posted – 09/17/2023

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