

POSITION VACANCY

JOB TITLE: Registered Nurse
DEPT: Early Childhood Tracking Office
SALARY: DOQ
OPEN DATE: April 11th 2011
CLOSING DATE: Open Until Filled

DUTIES/RESPONSIBILITIES:

1. Duties include the full range of secretarial functions: receptionist, filing, answering phones, and greeting clients.
2. Responsible for organizing and maintaining office records and client files.
3. Prepares correspondence.
4. Office management assignments as needed.
5. Prepares reports needed for program.
6. Inputs data and demographics into data base.
7. Responsible for scheduling client appointments.
8. Other duties as assigned by supervisor or delegated authority.

QUALIFICATIONS:

1. Must possess a valid RN license for the state of ND.
2. Must possess a valid North Dakota Driver's License with proof of valid insurance.
3. Must be willing to travel overnight or for longer duration.
4. Must have adequate transportation available.
5. Must be willing to complete training as required under the Early Childhood Tracking Program.
6. Knowledge in basic word processing and basic computer operation.
7. Must possess good organizational and time management skills.
8. Requires good typing speed with accuracy.

Applications and/or resumes, along with a minimum of three reference letters should be submitted to the Tribal Personnel Office, located in the Community Center, Fort Totten, ND, telephone 766-1215.