



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

**Job Title:**

**Registered Nurse,  
Director of Public Health Nursing**

**Open Date:**

**July 2, 2021**

**SLT Program:**

**Tribal Health**

**Close Date:**

**Until Filled**

**Position Objective: Provides management of all Tribal Health Nursing Departments. Delivers transformational nurse leadership and responsible for establishing appropriate staffing levels and work assignments. Develops performance criteria for staff and services as an expert resource on laws, policies, and operational procedures. Ensure that the operations of the department are consistent with organizational standards. Inspire staff to achieve their highest level, using their clinical and psychosocial expertise to serve our patients within the Spirit Lake Tribal service area. Together, you will deliver support, compassion and health to those in greatest need.**

**Major Duties & Responsibilities:**

- Providing nursing services and healthcare education at homes and community clinics.
- Developing treatment and intervention plans based on health care assessments.
- Instructing families on patients care and promoting healthy life styles.
- Knowledge and administration of PL-638 contract fiscal budgets, while monitoring departmental expenses on a monthly basis and making modifications as needed.
- Direct supervision of public health nursing staff.
- Develops overall patient listing of those requiring public health nursing services in collaboration with the Special Diabetes Project, Community Health Representatives and Indian Health Service.
- Schedule and conduct weekly case management and monthly staff meetings with PHN staff.
- Provides home visits utilizing the case management process.
- Provides educational opportunities on a yearly basis for staff so as to improve patient care and strengthen nursing services.
- Conduct a monthly health promotion/disease prevention activity in the districts.
- Provides home services as per Public Health Nursing Home Health care policy.
- Complies and submits a monthly and annual report of PHN program.
- Collects data and evaluates outcome of program activities on a yearly basis and then implementing changes as needed.
- Utilizes local, regional, state and national resources to determine the most efficient and effective way to provide quality nursing services.
- Assure all reporting requirements are met for the contract, program, EHR (electronic health record), and/or any other reports required by the Tribal Council, Health Board, Health Monitor and/or Health Director.

- Provides health services for the local law enforcement agency to assess potential patients for referral to local clinic or hospital.
- Works directly with Purchased Referred Care to assist in discharge of patients, following up on patients, and ensuring patients receive referrals for other services.

#### **Qualifications, Experience and education required:**

- Knowledge of customs and traditions of the Indian Community along with the ability to appreciate cultural differences.
- Current RN Licensure in the State of North Dakota,
- Master Degree Preferred, Bachelor's Degree required.
- Excellent written/oral communication skills, proficient in RPMS Electronic Health Record. Microsoft Word, Excel and Outlook.
- Updating and maintaining patient files and medical Records
- Advance ability to educate patients and their families on healthcare and disease prevention.
- Ability to maintain supply inventories, travel extensively, and perform regular vehicle maintenance checks.
- Extensive experience in assessing and treating patients and coordinating interventions.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver's license throughout the course of employment, insurable under SLT driving policy and proof of insurance.
- Current CPR/First Aid certification
- HIPPA understanding/training
- Technical competence with the basic understanding of and ability to operate and enter data via internet.

<b>Job Role:</b>	RN DPHN	<b>Department:</b>	Spirit Lake Tribal Health
<b>Employment Status:</b>	Full -Time	<b>Supervision:</b>	n/a
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	
<b>Number of Vacancies:</b>	1		

#### **Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:NDeMarce@spiritlekenation.com">NDeMarce@spiritlekenation.com</a> or <a href="mailto:normar@spiritlekenation.com">normar@spiritlekenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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