



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlekenation.com

Job Title:	Nurse Practitioner	Open Date:	March 25, 2025
SL Program:	Spirit Lake Health Center	Close Date:	Until Filled

Position Objective: This position is responsible for providing general medical care and treatment to Spirit Lake Health Center (SLHC) patients.

Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.

Job Responsibilities

- Maintains knowledge and proficiency in medical practices through continuing education and training.
- Performs physical examinations and preventive health measures within prescribed guidelines and instructions of Physician.
- Provides medical care to repairs minor wounds and injuries.
- Administer and order vaccinations.
- Order appropriate sample for medical laboratory testing.
- Orders, interprets, and evaluates diagnostic tests to identify and assess patient's clinical problems and health care needs.
- Records physical findings, and formulates plan and prognosis, based on patient's condition.
- Discuss with other health professionals to prepare comprehensive patient care plan.
- Submits health care plan and goals of individual patients for periodic review and evaluation by a Physician.
- Prescribes or recommends drugs or other forms of treatment such as physical therapy, inhalation therapy, or related therapeutic procedures.
- Refers patients to Physician for consultation or to specialized health resources for treatment.
- Ensures accurate information is documented within the patient's electronic health record.
- Submits patient records to physician quarterly for chart review.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Knowledge required at a level appropriate for this position:

- Knowledge of diagnostic, preventive, and therapeutic medical care.
- Knowledge of the scientific process including assessment, planning, implementation, and evaluation of complex and subtle patient needs and interventions.
- Knowledge of exposure control including bloodborne pathogens and respiratory protection protocols.
- Knowledge of State of North Dakota Immunization Program policies and procedures.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Ability to work with personal computer and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to collect, organize, record, and proficiently communicate data relevant to primary health assessments.
- Ability to prioritize and shift priorities in a changing environment.
- Ability to organize the multiple demands of the job, including interpersonal relations.
- Skill in identifying factors that adversely impact health status and are not susceptible to treatment by accepted

methods.

- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in use of personal computer and a variety of job related software applications.

Supervisory Controls

The supervisor assigns work in terms of very general instructions. The supervisor reviews completed work for compliance with procedures and the nature and propriety of the final results. Work is reviewed through conferences, reports, and observation of SLHC operations and patient outcomes.

Guidelines

Guidelines include state and federal laws and regulations, SLHC policies and procedures, SLHC Medical Staff Bylaws, professional standards of medical practice, medical standing orders, and Centers for Medicare and Medicaid Services Conditions of Participation manual. These guidelines are not applicable to every situation encountered and require independent judgment, selection and interpretation in application.

Complexity/Scope of Work

This position consists of patient care duties. The purpose of this position is to provide patient care to the patients of the SLHC.

Contacts

Contacts are typically with patients, SLHC employees, members of the general public, personnel of other IHS facilities, and providers. Contacts are primarily for obtaining, furnishing, exchanging and providing factual medical information.

Physical Demand / Work Environment

The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures.

While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. The employee is frequently required to reach with hands and arms. The employee must regularly lift and /or move light objects, and occasional lift heavier objects.

The noise level in the work environment is usually moderate.

Supervisory and Management Responsibility

None

Minimum Qualifications

- Completion of an accredited Physician Assistant, Advanced Practice Nurse, or Nurse Practitioner Program.
- One year of experience in the occupational field, sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems is preferred.
- Must have a permanent, full, and unrestricted license as an Advanced Practice Nurse or Nurse Practitioner. Must have and maintain national certification as an Advanced Practice Nurse or Nurse Practitioner as well as prescriptive privileges.
- Must obtain and maintain medical staff clinical privileges, including any licensure requirements.
- Current BLS certification, ACLS certification, and PALS certification.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Location:	Spirit Lake Health Center	Company Industry:	Spirit Lake Health Center
Job Role:	Nurse Practitioner	Supervision:	Medical Director
Employment Status:	Full- time	Manages Others:	No
Grade:	27		
Number of Vacancies:	1		
More detailed job description can be picked up in the Human Resource Department for this opening.			
Please Send Application to:			
Name:	Spirit Lake Tribe Human Resource Department	Email:	mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	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.		