



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

Job Title:	Licensed Practical Nurse	Open Date:	January 14, 2019
SLT Program:	SL Heath Center	Close Date:	Until Filled

Position Objective: This position is responsible for providing practical nursing care to patients at the Spirit Lake Health Center (SLHC).

Major Duties & Responsibilities:

- Obtains the initial screening history on patients being seen in the clinic; performs visual assessment, observation, and some physical assessment, observing and recognizing unusual or complex problems and making proper disposition.
- Maintains awareness of comfort and safety needs of the patient; explains procedures and treatments to the patient to gain cooperation, understanding, and allay apprehension.
- Aids medical provider during treatment and examination of patient when requested.
- Prepare patients for special laboratory tests, examinations, and treatments.
- Screen patients and assess health problems within the following categories: respiratory illness, abdominal, urological, musculoskeletal, and dermatological; assesses for chronic disease such as chronic back and shoulder pain, gastrointestinal problems, diabetes, and hypertension, and, refers appropriately to the physician for further evaluation and care.
- Collect specimens and order appropriate lab and x-ray studies as authorized by the medical provider.
- Records accurate, timely and appropriate information in the patient's electronic health record; documents observations, nursing interventions, therapeutic measures administered and status of coordinated activities between nursing and other professional disciplines.
- Initiates a patient education plan according to the individualized needs of the patient, as prescribed by medical provider and/or SLHC policy, including patient and family instruction; notifies patient of lab results and provides nursing advice to patients.
- Teaches patients about the nature of illness, treatment and general health measures.
- Documents phone conversations and advice given.
- Directs the work of ancillary personnel providing them with consultation and teaching. Recommends personnel actions, clinical requirements, needs for additional equipment and supplies and environmental improvements to the Supervisory Nurse.
- Assists with referrals and/or follow-up care based on results of laboratory and x-ray reports, and the mental health and well-being of the patient as recommended by the medical provider.
- Responds to life saving situations based upon nursing standards, policies, code procedures, and established protocol.
- Participates in and directs Quality Assurance activities such as GPRA, PI, IPC, nursing audits/peer review, discharge planning, and infection control.

- Attends and participates in nursing staff meetings and in-service education programs.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Knowledge of federal, state and local regulations affecting areas of responsibility.
- Knowledge of professional nursing principles, practices, procedures and techniques.
- Knowledge and ability necessary to provide care appropriate to the age of patients served.
- Knowledge of pharmaceuticals, their desired effects, side effects, and complication of their use, and steps to counteract adverse effects in order to properly administer and monitor patients using medications.
- Knowledge of medical history taking techniques, physical assessment and normal body function; disease process, signs, symptoms and treatment of acute minor illnesses; patho-physiology of inflammation, infection, allergic reactions, and such diseases as respiratory, gastrointestinal, dermatological, urological, and musculoskeletal conditions, normal and abnormal vital signs, and normal and abnormal neurological signs and symptoms; signs and symptoms indicative of emergent or life threatening nature.
- Knowledge of normal ranges of laboratory values.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Performs related duties.

Qualifications, Experience and education required:

- Graduate of an accredited nursing program and experience sufficient to understand the major duties of this position.
- Licensed as a Licensed Practical Nurse by the State of North Dakota.
- Current BLS, ACLS and PALS certifications.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

Job Role:	Nursing	Company Industry:	Spirit Lake Tribe
Employment Status:	Full-Time		
Salary Range:	DOQ	Supervision	Director of Nursing
Vacancies:	1	Manages Others:	No

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or	Fax:	701-766-1272

	701-381-0361		
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.		