



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

Job Title:	Public Health Nurse Contact Tracer	Open Date:	September 16, 2020
Program:	CDC COVID Tribal Health	Close Date:	Until Filled

Position Objective: To support efforts to stop the spread of COVID-19 on the Spirit Lake Reservation.

Major Duties & Responsibilities

- Works as a Team player under the direction of the Director of Public Health Nursing (DPHN)/Tribal Health Contact Tracer Team Leader
- Will contact individuals to assist them in recall of everyone with whom they have had close contact during the time frame they may have been infectious
- Requires flexibility as the schedule may include varying hours, including evening and weekend work
- Will make phone calls of anyone diagnosed with COVID-19 to document a system check
- To refer anyone diagnosed with COVID-19 for testing according to established protocols, and provide them with instructions for quarantine
- Collect and record information on symptoms
- Provide contacts with education, prevention, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility of the spread of infection to others
- Provides home visits utilizing the nursing case management process, coordinating and collaborating with medical providers, pharmacy, Community Health Representatives (CHR) and Transportation including referrals to medical providers and other tribal and local entities such as housing, WIC & Social Services. Wears PPE during COVID-19 pandemic emergency as per CDC guidelines
- Assesses health problems within the following categories: respiratory illness, abdominal pain, urological, musculoskeletal, dermatological, patients. Assesses chronic disease entities such as chronic back and shoulder pain, gastrointestinal problems, diabetes and hypertension and refers appropriately to the physician for further evaluation and care.
- Records accurate, timely and appropriate information in the Electronic Health Record including patient assessment, vital signs, glucometer blood sugars and pulse oximetry readings, as well as, environmental safety concerns such as falls prevention. Documents phone conversations and advice given.
- Responsible for responding immediately to emergency by initiating code procedures, and as necessary, cardio-pulmonary resuscitation (CPR) with Initiation of Emergency Management Services (EMS) calling 911
- Directs the work of ancillary personnel including Contact Tracers, Community Health Representatives (CHR), Qualified Service Providers (QSP) and Transportation Staff providing them with consultation and teaching.
- Accepts responsibilities as a Team leader or charge nurse in absence of supervisor

- Participates in and directs Quality Assurance activities such as nursing audits, discharge planning, infection control and nursing care conference.
- Attends and participates in nursing staff meetings and in-service education programs and presents at least one in-service per year.
- Provides escort services for patients via ground transport based upon patient's conditions and needs
- Performs other related duties as assigned
- Deliver quarantine/isolation supplies and packages to COVID-19 Positive and Close Contact households as needed
- Required to follow all scripts, policies and procedures provided
- Comply with confidentiality policy related to personal information
- Comply with HIPAA guidelines

Qualifications, Experience and education required:

- Knowledge of the customs and traditions of the Indian Community along with the ability to appreciate different cultural differences.
- Knowledge and skill in using the nursing process with the ability to provide nursing care and case management based on the scientific principles, basic behavioral concepts and intelligent professional judgement.
- Team player and works collaboratively with peers.
- Demonstrates interpersonal understanding by demonstrating empathy and sensitivity to others.
- Knowledge of and 3 years' experience in Public Health Nursing or equivalent. RN BSN degree preferred.
- Current RN licensure in the state of North Dakota
- Must Possess and maintain a current, active and unrestricted ND driver's license through course of employment, insurable under SLT driving policy and proof of insurance.
- Current CPR/First Aid certification.
- HIPPA Compliance Training/Understanding
- Experience in community and or public health preferred.
- Technical competence with the basic understanding of and ability to operate and enter data via internet including the Resource and Patient Management Systems (RPMS)/ Electronic Health Record (EHR) system.

Job Role:	PHN Contact Tracer	Department	Spirit Lake Tribal Health
Status		Supervision	PHN Director
Hourly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	2	Classification: Exempt/Non-exempt	

Please Send Application to:

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