



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

<b>Job Title:</b>	RN (Nurse Coordinator)	<b>Open Date</b>	08/02/2023
<b>Program:</b>	Recovery & Wellness TOR Project	<b>Close Date</b>	Open Until Filled

**Position Objective:** Nursing Coordinator provides direction and supervision to the Peer Support Specialists of Recovery & Wellness by coordinating the delivery of patient care, maintaining quality assurance by ensuring the implementation of nursing policy and procedures and working as a liaison between staff, counselors, physicians, and behavioral health clinicians.

### Major Duties & Responsibilities

- Supervises & coordinates the delivery of care within the Recovery & Wellness TOR Project to clients.
- Directly work with TOR project staff including but not limited to assigning and/or facilitating trainings, conducting staff meetings, directing work, monitoring staff work & progress, address complaints & problems, authorize & document all activities & work being completed under TOR including any activities completed by TOR project staff.
- Work with TOR evaluator to manage, monitor and ensure complying with the requirements for the grant. Assist TOR evaluator with administrative work on all grant reports in a timely manner & complete grant reviews if needed.
- Provide ongoing consultation to all staff about proper medical procedures, problem solving any medical issues/concerns that may arise, ensure patient safety within the environment.
- Complete client intake admissions process & outline a health care plan & collaborate with any necessary agencies needed for health care plan of client.
- Coordinate any medical appointments, oversee & administer medications, maintain any new orders, & adjust health care plan as necessary in accordance with doctor orders.
- Complete & update MAR Charts daily in an organized manner.
- Evaluate quality & appropriateness of care to clients & keep detailed documentation of all care being provided.
- Incorporate a team's approach by working collaboratively with all Recovery & Wellness staff by conducting necessary meetings to develop any policy & planning decisions, communicate any operational requirements required, relative information, etc.
- Address opioid epidemic by providing prevention services, treatment, & conducting recovery activities within the facility & the community.
- Provides quality care by observing, monitoring, assessing, reporting, and recording patient concerns, conditions, and responses.
- Provides education in health care & the prevention of illness to the client and his/her family.

- **Coordinates and assists in the delivery of a plan of health care with all members of the Recovery & Wellness TOR Project Team.**
- **Participates in community events to create an awareness of health and wellness.**
- **Adheres to professional ethics in the care of others. Maintain the highest standard of professionalism, follow Spirit Lake Tribe code of conduct & adhere to their policies, & follow HIPPA laws.**
- **Conduct staff training, in-service as required by state/federal certification standards through workshops & trainings within agency, community, and/or outside applicable trainings. Topics may include: Universal Precautions, Ergonomics training, stress management, OSHA safety guidelines, Blood Pathogens awareness such as tuberculosis, pneumonia, hepatitis C, COVID-19**

**Qualifications, experience, and education required:**

- **Must be a graduate of an approved Nursing Program, REQUIRED. *Must submit copy of degree or transcripts with application.***
- **Hold a current license from North Dakota Board of Nursing. REQUIRED.**
- **Computer knowledge and proficiency. REQUIRED.**
- **Familiarity with American Plains Indian culture, values and traditions.**
- **Maintain hard copy and electronic filing system. PREFERRED.**
- **Knowledge of principles and practices of organization, planning, records management, and general administration.**
- ***Ability to prioritize and commit to work schedules, which may include being on-call, working nights and weekends.***
- **Knowledge of substance use field and/or knowledge about drug and alcohol usage.**
- **Operate standard office equipment.**
- **Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.**
- **Will need to have an acceptable motor vehicle record. A copy of driver license and verification of driver record from the North Dakota Department of Motor Vehicle. REQUIRED.**
- **Excellent verbal and written communication skills. Must have the ability to effectively present information and respond to tribal, federal, state and other officials, program participants, family members, associates and general community.**

- **Ability to work independently in the absence of supervision.**
- **Must be responsible, dependable, and able to maintain confidentiality of information. Adhere to the Federal Law of Confidentiality Act 42, CFR Part 2 and the Health Insurance Portability and Accountability Act (HIPPA).**
- **Must submit to clear Criminal Records Background Check.**
- **Must submit to an Alcohol/Drug Screen and random testing as per policy & have maintained sobriety for at least two years or more. A sobriety contract will be signed first day of employment.**
- **Indian Preference will apply. Must submit documentation with application to qualify for Indian Preference.**
- **Veterans Preference will apply. Must submit documentation with application to qualify for Veterans Preference.**

<b>Job Role:</b>	<b>RN/Coordinator</b>	<b>Department</b>	<b>SL Recovery &amp; Wellness</b>
		<b>Closing Date:</b>	Open Until Filled
<b>Status</b>	<b>Full Time</b>	<b>Supervision</b>	<b>R &amp; W Program Manager</b>
<b>Hourly Salary Range:</b>	<b>\$ 46.00</b>	<b>Manages Others:</b>	<b>Yes</b>
<b>Number of Vacancies:</b>	<b>1</b>	<b>Classification: Exempt/Non- exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> or <a href="mailto:britneyr@spiritlakenation.com">britneyr@spiritlakenation.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.