



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

<b>Job Title:</b>	<b>Registered Nurse</b>	<b>Open Date:</b>	<b>May 5, 2022</b>
<b>SLT Program:</b>	<b>Early Childhood Education</b>	<b>Close Date:</b>	<b>May 20, 2022</b>

**Position Objective:** The purpose of this position is to provide a licensed experienced RN to provide nursing care to the children of the Spirit Lake Tribe. The Health Tracks/Early Childhood Tracking Program provides Health Tracks Screenings for children age newborn thru 21 years. The Early Childhood Program also participates in North Dakota Vaccine for Children Program to assist children in receiving immunizations required to maintain their health and wellbeing. Nursing also participates in NDEDHI program providing follow up for children requiring hearing rescreening after birth. Spirit Lake Early Childhood Tracking also participates in COVID 19 Vaccine Program.

**Major Duties & Responsibilities:**

- Maintains compliance with North Dakota State Immunization regulations under the direction of the vaccine coordinator at the local and state levels. Participation in Vaccine for Children Program and Covid 19 Vaccine Program.
- Responsible for office visits for pediatric patients to include monitoring health, growth, and development, and to refer families to Primary Care Providers as needed.
- Responsible to follow requirements and participation in North Dakota Health Tracks Program.
- Responsible for performing Health Tracks Screenings such as obtaining patient vitals, labs (venipuncture) lead and Hgb screening, hearing screenings, vision screenings, immunizations, questionnaire screening tools, and dental/orthodontics screenings.
- Responsible for tracking and monitoring growth and development of children in the Health Tracks/ Early Childhood Tracking Program, including performing developmental assessments and all related correspondence.
- Responsible for organizing and maintaining current records, statistics and preparing reports as directed per supervisor for the program.
- Responsible for providing medical evidence-based Health Education to children, families and caregivers.
- Responsible for coordinating and preparing referrals, follow up referral status, and correspondence for patients and caregivers.
- Responsible to assist with immunization reminders, and patient scheduling.
- Responsibility to work with other agencies and programs to provide resources to families and children.
- Participation in community health events as assigned by Director, Director of Nursing or Medical Director.
- Other duties as assigned by Program Director, Director of Nursing or Medical Director within nursing scope of practice.
- Responsible to complete yearly HIPPA Training and certification.

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

- Must possess a current/valid RN license from the State of North Dakota Board of Nursing.
- A bachelor's or associates of nursing degree in nursing.
- Experience related to clinical work, Immunization administration, vaccine management, pediatric care and case management preferred.
- Must maintain updated/current CPR/AED certification.
- Must be willing to complete training as required under the Health Tracks/Early Childhood Tracking Program to maintain best practices for current healthcare trends.
- Must actively demonstrate a working knowledge of nursing theory, techniques, principles and practice according to the ND State Board of Nursing in order to holistically care for patients.
- Must actively demonstrated customer service, organizational skills, effective time management skills, and teamwork.
- Must possess a valid ND Driver's license with proof of insurance; insurable under SLT driving policy
- Must be willing to travel overnight or for longer periods should it be required for the position.
- Knowledge and willing to utilize Electronic Health Record for patient documentation such as Lifestream, EPIC, RMPS, OZ system, THOR or other Software as assigned.
- Knowledge of quality nursing standards and nursing scope of practice.
- Knowledge and demonstration of organization skills and ability to multitask in medical/education setting.

Submit applications to the SLT Human Resource Department. All applications must be complete to be considered. A complete application will consist of the tribal application, a complete resume, a copy of college transcript (official copy if hired) copy of valid ND license, Tribal enrollment for Indian preference and/or Veteran's preference.

<b>Job Role:</b>	RN	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Under Dir of Nursing
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	n/a
<b>Number of Vacancies:</b>	1 full time	<b>Classification: Exempt/Non- exempt</b>	

**Please Send Application to:**

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