



Spirit Lake Tribe  
 P.O. Box 359  
 Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	Registered Nurse	<b>Open Date:</b>	September 24, 2019
<b>SL Program:</b>	Early Childhood Tracking	<b>Close Date:</b>	Until Filled

**Position Objective:** The purpose of this position is to ensure that there is a certified experienced RN attending to the children of the Spirit Lake Tribe. The Health Tracks/Early Childhood Tracking Program is a program that provides Health Screenings for the newborn to six years of age and all immunizations required to maintain their health and wellbeing. Knowledge of the Spirit Lake Tribe will be helpful. This position will work closely with the State of North Dakota’s Public Health and the Spirit Lake Tribe’s immunization program. The RN will coordinate with the Office Medical Assistant and the Education Coordinator.

**Major Duties & Responsibilities**

- Maintains compliance with North Dakota State Immunization regulations under the direction of the vaccine coordinator at the local and state levels.
- Responsible for performing health screenings, hearing tests, vision testing, immunization updates, and complete physical assessments.
- Responsible for tracking and monitoring growth and development of children in the Health Tracks/ Early Childhood Tracking Program, including performing developmental assessment and all related correspondence.
- Responsible for coordinating and preparing follow-up referrals and correspondence for patients and their caregivers.
- Responsible for organizing and maintaining current records, statistics and preparing reports needed for the program.
- Assists in performing child find activities and child count data for assigned patients.
- Responsible for home/office visits for pediatric patients to include monitoring health, growth and development.
- Responsible for staff in-service on health-related topics.
- Other duties as assigned by Program Director

**Qualifications, Experience and education required:**

- Must possess a current/valid RN license for the State of North Dakota.
- Must maintain updated 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 be willing and interested in working with children and their parents/caregivers.
- Must be able to communicate with all staff, patients, and families with excellent written and verbal skills.
- Must have good organizational and time management skills.
- Must possess a valid ND Driver's license with proof of insurance.
- Must be willing to travel overnight or for longer periods should it be required for the position.

**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>	<b>Registered Nurse</b>	<b>Company Industry:</b>	<b>Spirit Lake Tribe</b>
<b>Employment Status:</b>	<b>Full- time</b>	<b>Supervision</b>	<b>Under ECT Director</b>
<b>Monthly Salary Range:</b>	<b>DOQ</b>	<b>Manages Others:</b>	<b>Yes</b>
<b>Number of Vacancies:</b>	<b>1 full time</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:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@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.
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