



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

Job Title:	Registered Nurse (PT)	Open Date:	January 9, 2025
SL Program:	Early Childhood Tracking	Close Date:	Until Filled

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 through 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 including Orthodontic screenings.
- Responsible for performing Health Tracks Screenings such as scheduling and scheduling follow up and reminders, obtaining necessary pre clinic paperwork, obtaining patient vitals, labs (capillary) 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 coordination of Health Tracks referrals and tasks, such as creating referrals/tasks, follow up referral/task status, and correspondence for patients and caregivers.
- Responsible to assist with immunization reminders, and patient scheduling of immunization appointments.
- Responsible for knowledge of CDC immunization schedules, catch up schedules, and Covid 19 Vaccine guidelines.

- Responsibility to work with other agencies and programs to provide resources to families and children.
- Responsible to participate in community health events as assigned by Director, Director of Nursing or Medical Director.
- Responsible to complete yearly HIPPA Training and certification.
- Responsible for charting all patient care in Office Practicum per scope of practice such as telephone calls, faxing, referrals, referral management, immunizations, immunization inventory, well child, nurse encounters, vitals, scheduling, utilizing document management.
- Responsible for completing requests for medical information utilizing parental/guardian consent.
- Responsible to utilize electronic health record tools for case management such as Lifestreams, OZ, RPMS, NDIIS, Intelichart and other software as designed.
- Responsible for identifying family and patient needs and making appropriate referrals to additional services and programs.
- Other duties as assigned by Program Director, Director of Nursing or Medical Director within nursing scope of practice.

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 demonstrate customer service, organizational skills, effective time management skills, and teamwork.
- Must possess and maintain a current, active, and unrestricted ND driver's license through course of employment, insurable under SLT driving policy.
- Must be willing to travel overnight or for longer periods should it be required for the position.

- Knowledge and willingness to utilize Electronic Health Record for patient documentation such as Office Practicum, Lifestream, EPIC, RMPS, OZ system, NDIIS, Intelichart or other Software as assigned.
- Must be willing to work in program setting that is evolving to enhance services to families and children.
- Basic knowledge of computer use such as Word, Excel, Power Point, and email.
- Knowledge of quality nursing standards and nursing scope of practice.
- Knowledge and experience in Immunization schedules, and administration preferred.
- Knowledge and demonstration of organization skills and ability to multi task in medical/education setting.

Job Role:	Registered Nurse	Company Industry:	Spirit Lake Tribe
Employment Status:	Part - time	Supervision:	
Grade:	19	Manages Others:	
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	rcrosswhite@spiritlakenation.com or mkeo@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.		