



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

**Job Title:**

**Licensed Practical Nurse**

**Open Date:**

**August 2, 2017**

**Position Objective: Provide practical nursing care to patients served in the ambulatory care facility, Spirit Lake Health Center, in accordance with sound professional and nursing principles and to adopt these services so that basic and special needs of the patients are met under the supervision of a Registered Nurse.**

### **Major Duties & Responsibilities**

- Take the initial screening history on patients being seen in the clinic. Performs visual assessment, observation and some physical assessment, observing and recognizing unusual or complex problems and making proper disposition. Assists physician during patient examinations as requested. Collects specimens and orders appropriate laboratory and x-ray studies as authorized by medical provider.
- Assesses health problems within the following categories: respiratory illness, abdominal, urological, musculoskeletal, and dermatological, of patients being screened. 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 medical record through use of the SOAP method of charting, which include but not limited to vital signs, allergies, reminders and immunizations within the EHR. Documents observations, nursing interventions, therapeutic measures administered and status of coordinated activities between nursing and other professional disciplines utilizing the EHR.
- Teaches patients about the nature of illness, treatment and general health measures. Notifies patient regarding lab results and provide nursing advice to patients telephoning the clinic. Assists with arrangement for referrals/follow-up care based on results of laboratory and x-ray reports and the mental health and well-being of the patient as recommended by the medical provider. Documents phone conversations and advice given.
- Responsible for responding immediately to emergency by initiating code procedures, and as necessary, cardio-pulmonary resuscitation. Upon arrival of physician, performs duties as directed.
- Directs the work of ancillary personnel providing them with consultation and teaching. Recommends personnel actions, clinical requirements, needs for additional equipment and supplies and environmental improvements to the Supervisory Nurse.
- Prepare patients for special laboratory tests, examinations, and treatments.
- Participates in and directs Quality Assurance activities such as GPRA, PI, IPC, nursing audits/peer review, discharge planning, and infection control.
- Attends and participates in nursing staff meetings and in-service education programs
- Perform other duties as assigned.

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

- Requires graduation from an accredited Nursing Program.
- The position requires licensure as a Licensed Practical Nurse.

- Knowledge of and ability to apply professional nursing principles, practices, procedures and techniques to outpatients with a wide variety of conditions from neonates to geriatrics.
- Knowledge of medical history taking techniques, physical assessment and normal body function; disease process, signs, symptoms and treatment of acute minor illnesses; path-o-physiology of inflammation, infection, allergic reactions, and such diseases as respiratory, gastrointestinal, dermatological, urological, and musculoskeletal conditions, normal and abnormal vital signs, and normal and abnormal neurological signs and symptoms; signs and symptoms indicative of emergent or life threatening nature.
- Knowledge of normal ranges of laboratory values.
- Knowledge of pharmaceuticals, their desired effects, side effects, and complication of their use, and steps to counteract adverse effects in order to properly administer and monitor patients using medications.
- Knowledge and skills to recognize adverse signs and symptoms and to react swiftly in emergency situations. Knowledge and skills sufficient to provide CPR.
- Skill in operating specialized medical equipment.
- Knowledge of communication techniques to establish rapport and facilitate cooperation and patient compliance in their care and through patient education.
- Knowledge and skills to participate in and assists with arrangement for referrals/follow-up care, Quality Assurance activities such as GPRA, PI, IPC, nursing audits/peer review, and infection control.

<b>Job Role:</b>	Outpatient	<b>Company Industry:</b>	Spirit Lake Health Center Spirit Lake Tribe
		<b>Closing Date:</b>	Open Until Filled
<b>Employment Status:</b>	Full- Time	<b>Supervision</b>	Director of Nursing
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	slthr@spiritlakenation.com
<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>	701-766-1203 or 701-766-1215	<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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