



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

**Job Title:**

**Registered Nurse (2)**

**Open Date:**

**May 22, 2018**

**Position Objective: This position is responsible for providing general nursing care to patients at the Spirit Lake Health Center (SLHC).**

**Major Duties & Responsibilities:**

- Obtains the initial screening history on patients being seen in the clinic; performs visual assessment, observation, obtains required vital signs, review of health care reminders and immunization status and appropriate physical assessment.
- Maintains awareness of comfort and safety needs of the patient; explains procedures and treatments to the patient to gain cooperation, understanding, and allay apprehension.
- Aids medical provider during treatment and examination of patient when requested.
- Screen patients and assess health problems within the following categories: respiratory, cardiology, abdominal, urology, musculoskeletal, neurology and dermatology; assesses for chronic disease such as chronic back and shoulder pain, respiratory issues, gastrointestinal problems, diabetes, and hypertension, and, refers appropriately to the physician for further evaluation and care.
- Collects specimens and orders appropriate laboratory and x-ray studies as authorized by the medical provider.
- Records accurate, timely and appropriate information in the patient's electronic health record; documents observations, nursing interventions, therapeutic measures administered and status of coordinated activities between nursing and other professional disciplines.
- Initiates a patient education plan according to the individualized needs of the patient, as prescribed by medical provider and/or SLHC policy, including patient and family instruction; notifies patient of lab results and provides advice to patients per provider instruction.
- Assists with referrals and/or 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.
- Responds to life saving situations based upon nursing standards, policies, code procedures, and established protocol.
- Participates in quality improvement activities such as GPRA, PI, IPC, nursing audits/peer review, infection control, case management and nursing care conferences.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Guidelines include state and federal laws, Spirit Lake Tribe and SLHC policies and procedures. These guidelines require judgment, selection and interpretation in application.
- Knowledge of professional nursing principles, practices, procedures and techniques, including community and public health.
- Knowledge and ability necessary to provide care appropriate to the age of patients served.
- 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 of medical history taking techniques, physical assessment and normal body function; disease process, signs, symptoms and treatment of acute minor illnesses; patho-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 diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Performs related duties.

**Qualifications, Experience and education required:**

- Bachelor’s Degree in Nursing and experience sufficient to understand the major duties of this position.
- An Associate’s Degree or Diploma of Nursing and four (4) years of experience may be considered.
- Licensed as a Registered Nurse by the State of North Dakota.
- Current BLS, ACLS and PALS certifications.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

<b>Job Role:</b>	Nursing	<b>Company:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full- Time	<b>Closing Date:</b>	June 8, 2018
<b>Salary Range:</b>	DOQ	<b>Supervision</b>	Director of Nursing
<b>Vacancies:</b>	2	<b>Manages Others:</b>	No

**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>	701-381-0635 or 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 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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