



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	<b>RN (Nurse Coordinator)</b>	<b>Open Date:</b>	<b>April 21, 2021</b>
<b>SLT Program:</b>	<b>Recovery &amp; Wellness TOR Project</b>	<b>Close Date:</b>	<b>May 7, 2021</b>

**Position Objective: Nursing Coordinator provides direction and supervision to the Peer Support Specialists of Recovery & Wellness by coordinating the delivery of patient care, maintaining quality assurance by ensuring the implementation of nursing policy and procedures and working as a liaison between staff, counselors, physicians, and behavioral health clinicians.**

**Major Duties & Responsibilities:**

- Supervises and coordinates the delivery of care within the Recovery & Wellness TOR Project.
- Directly supervises TOR project staff. Supervises and trains employees: conduct staff meeting; plans, assigns and directs work; appraises employee performance; addresses complaints and resolves problems, provides authorization/documentation of all staff requests.
- Manage all aspects of grant requirements and adhere to funding agency guidelines and requirements, including budgets.
- Work with TOR evaluator to manage and monitor the data requirements for the grant.
- Provides ongoing advice and consultation to the staff (Recovery and Wellness TOR Project) about proper procedures, problem solving and patient safety as well as evaluating the quality and appropriateness of care and documentation of care provided.
- Facilitates the team approach by recognizing each staff member of Recovery & Wellness as an important part of the TOR Project, serving as a liaison by conducting appropriate meetings to communicate policy and planning decisions, operational requirements and related matters.
- Reduce unmet treatment need and opioid overdose-related deaths through the provision of prevention, treatment and /or recovery activities for OUD.
- Provides quality care by observing, monitoring, assessing, reporting, and recording patient concerns, conditions and responses.
- Provides education in health care and the prevention of illness to the client and his/her family.
- Coordinates and assists in the delivery of a plan of health care with all members of the Recovery & Wellness TOR Project Team.
- Assists the individual and family in developing a plan of recovery.
- Participates in community events to create an awareness of health and wellness.
- Adheres to professional ethics in the care of others. Maintain highest standard of professionalism and follow Spirit Lake Tribal organization protocols.

**Qualifications, experience, and education required:**

- Must be a graduate of an approved Nursing Program, REQUIRED. *Must submit copy of degree or transcripts with application.*

- Hold a current license or temporary permit from North Dakota Board of Nursing. REQUIRED.
- Computer knowledge and proficiency. REQUIRED.
- Familiarity with American Plains Indian culture, values and traditions.
- Maintain hard copy and electronic filing system. PREFERRED.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver's license throughout the course of employment, insurable under SLT driving policy. REQUIRED.
- Will need to have an acceptable motor vehicle record. A copy of driver license and verification of driver record from the North Dakota Department of Motor Vehicle. REQUIRED.
- Excellent verbal and written communication skills. Must have the ability to effectively present information and respond to tribal, federal, state and other officials, program participants, family members, associates and general community.
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information. Adhere to the Federal Law of Confidentiality Act 42, CFR Part 2 and the Health Insurance Portability and Accountability Act (HIPPA).
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Veterans Preference.*

<b>Job Role:</b>	RN/Coordinator	<b>Department</b>	SL Recovery & Wellness
<b>Status</b>	Full Time	<b>Supervision</b>	R & W Program Manager
<b>Hourly Salary Range:</b>	\$ 35.00	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	
<b>Please Send Application to:</b>			
<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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