



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

<b>Job Title:</b>	<b>Registered Nurse</b>	<b>Open Date:</b>	<b>July 18, 2024</b>
<b>SL Program:</b>	<b>Spirit Lake Health Center</b>	<b>Close Date:</b>	<b>August 1, 2024</b>

**Position Objective:** This position is responsible for providing general nursing care to patients at the Spirit Lake Health Center (SLHC). Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values.

### 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).
- Performs related duties.

### Knowledge required at a level appropriate for this position

- Knowledge of federal, state and local regulations affecting areas of responsibility.
- 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.
- Knowledge of infectious disease, prevention and exposure; including blood borne pathogens and respiratory protection protocols.
- Ability to identify, categorize, and perform clinical services to address each patient's age-specific needs, i.e., infant, adolescent, or geriatric patients.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skill in dealing with the public.
- Skill in oral and written communication.
- Skill in interpersonal relations.
- Skill in the provision of customer service.
- Skill in use of job related equipment and tools.
- Skill in use of personal computer and a variety of job related software applications.

### **Supervisory Controls**

The supervisor assigns work in terms of very general instructions. Work is reviewed through observation of patient outcomes.

### **Guidelines**

Guidelines include state and federal laws, Spirit Lake Tribe and SLHC policies and procedures. These guidelines require judgment, selection and interpretation in application.

### **Complexity/scope of work**

This position consists of clinical duties. The purpose of this position is to deliver the highest quality nursing services to SLHC patients.

Successful performance helps ensure the overall effective and efficient Nursing Services and SLHC resulting in improved patient outcomes.

### **Contracts**

Contacts are typically with clinical providers, patients, employees, and the general public.

Contacts are typically to exchanging and provide factual medical information, provide patient care, and provide assistance.

### **Physical Demand/Work Environment**

The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures. The work environment is usually moderate.

While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, or crouch. The employee must regularly lift and/or move light objects, and occasional lift heavier objects. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

## Supervisory and Management Responsibility

This is a non-supervisory position that may provide functional guidance and direction to other employees.

### Minimum Qualifications

- 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 Location:</b>	Spirit Lake Health Center	<b>Company Industry:</b>	Spirit Lake Health Center
<b>Job Role:</b>	Registered Nurse		
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Director of Nursing
<b>Grade:</b>	19	<b>Manages Others:</b>	no
<b>Number of Vacancies:</b>	1	<b>Other:</b>	

**More detailed job description can be picked up in the Human Resource Department for this opening.**

### Please Send Application to:

<b>Name:</b>	Spirit Lake Tribe Human Resource Department	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> or <a href="mailto:tr.littlewind@spiritlakenation.com">tr.littlewind@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip 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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