



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

<b>Job Title:</b>	Public Health Nurse	<b>Open Date</b>	February 13, 2025
<b>SL Program:</b>	Tribal Health	<b>Close Date</b>	Until Filled

**Major Duties & Responsibilities**

- Works as a Team player under the direction of the Director of Public Health Nursing (DPHN) along with other PHN Staff to provide High Quality primary healthcare and generalized public health services to the Community of the Spirit Lake Nation.
- Coordinates and directs monthly Clinic screenings and/or Health Fairs at the Spirit Lake Nation four districts including Fort Totten, Woodlake, Mission and Crowhill.
- Participates in weekly case management and monthly staff meetings with Public Health Nursing and the Tribal Health Director.
- Provides home visits utilizing the nursing case management process, coordinating and collaborating with medical providers, pharmacy, Community Health Representatives (CHR) and Transportation including referrals to medical providers and other tribal and local entities such as housing, WIC & Social Services.
- Compiles and submits monthly, quarterly and annual reports to the DPHN for reporting to the Spirit Lake Tribal Health Director
- Ability to perform visual assessment (heart, lung) observation, and some physical assessment (heart, lung) observing and recognizing unusual or complex problems and making proper disposition.
- Assesses health problems within the following categories: respiratory illness, abdominal pain, urological, musculoskeletal, dermatological, patients. 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 Electronic Health Record including patient assessment, vital signs, glucometer blood sugars and pulse oximetry readings, as well as, environmental safety concerns such as falls prevention. Documents phone conversations and advice given.
- Teaches patients and their families about their illness, treatment and general health measures. Acquaints patients with military and civilian resources available and assists with arrangements for follow-up care.

- **Responsible for responding immediately to emergency by initiating code procedures, and as necessary, cardio-pulmonary resuscitation (CPR) with Initiation of Emergency Management Services (EMS) calling 911**
- **Directs the work of ancillary personnel including Community Health Representatives (CHR), Qualified Service Providers (QSP) and Transportation Staff providing them with consultation and teaching.**
- **Accepts responsibilities as a Team leader or charge nurse in absence of supervisor**
- **Participates in and directs Quality Assurance activities such as nursing audits, discharge planning, infection control and nursing care conference.**
- **Attends and participated in nursing staff meetings and in-service education programs and presents at least one in-service per year.**
- **Provides escort services for patients via ground transport based upon patient's conditions and needs**
- **Performs other related duties as assigned.**

**Qualifications, Experience and education required:**

- **Knowledge of the customs and traditions of the Indian Community along with the ability to appreciate different cultural differences.**
- **Knowledge and skill in using the nursing process with the ability to provide nursing care and case management based on the scientific principles, basic behavioral concepts and intelligent professional judgement.**
- **Team player and works collaboratively with peers.**
- **Demonstrates interpersonal understanding by demonstrating empathy and sensitivity to others.**
- **Knowledge of and 3 years' experience in Public Health Nursing or equivalent. RN BSN degree preferred.**
- **Current RN licensure in the state of North Dakota**
- **Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.**
- **Current CPR/First Aid certification.**
- **HIPPA understanding/training**
- **Experience in community and or public health preferred.**
- **Technical competence with the basic understanding of and ability to operate and enter data via internet including the Resource and Patient Management Systems (RPMS)/ Electronic Health Record (EHR) system.**

<b>Job Role:</b>	RN/CHN	<b>Company Industry:</b>	Spirit Lake Tribal Health
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Health Director
<b>Grade:</b>	21	<b>Manages Others:</b>	N/A
<b>Number of Vacancies:</b>	1		
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> or <a href="mailto:rcrosswhite@spiritlakenation.com">rcrosswhite@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>	701-766-1203 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.		