



## MI'KMAQ NATION

### POSITION DESCRIPTION

**TITLE:** Community Health Nurse-RN

**CLASSIFICATION:** Full-time/Exempt/Salaried

**PAY RATE:** \$31.00 - \$38.00/hr

**SUPERVISOR:** Deputy Director NP or Primary Care Provider

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Mi'kmaq Nation (MN needs, which changes may not be recorded herein at this time.

**SUMMARY OF POSITON:** The Community Health Nurse works to improve the health and well-being of the Native Americans in the MN Community. Establishing trusting relationships while exhibiting excellent working relations with patients, families, providers, Tribal program directors, and the Micmac Family Health Services staff to ensure the holistic needs of the community are met. CHN is responsible for the provision and implementation of Health Educational and Medical/Prevention programs, services and activities under the Community Health Program. The CEBI is responsible for the supervision of staff, development of policies/procedures and all protocols for the Community Health Program.

**EDUCATON (AND PERTINENT EXPERIENCE):** Bachelors of Science in Nursing or Associates Degree in Nursing with one year of experience. Experience in health education is essential.

**LICENSES OR CERTIFICATIONS:** Current Maine license as a registered nurse. Valid driver's license. Certified Health Educator is desired.

**SKILLS/IGOWLEDGE/ABILITIES REQUIRED:** Demonstrated ability to pm coordinate, implement, monitor, and evaluate program activities to ensure efficient, proficient, and impacting program performance. Self-directed/motivated. Ability to work both independently, as well as part of a team. Ability to maintain accurate and current client records. Excellent oral and written communication skills, including possessing computer literacy. Possess strong supervisory skills.

**WORKING CONDITIONS:** Work is performed in an outpatient care setting, office, schools, client homes, community and other Tribal facilities. There is common exposure to contagious and infectious disease

occasionally. Will be required to travel throughout Aroostook County utilizing any agency vehicles available, or personal vehicle. Will also travel throughout the State of Maine and occasionally out-of-state for trainings.

#### FUNCTIONS/TASKS:

1. Develops/implements/coordinates a comprehensive community health/public health program to include conducting home visits, health education, and health services such as specialty clinics, educational classes, health fairs, coordinating patient care with medical and ancillary care resources in the community.
2. Provides individualized, and/or group, instruction in self-management of health conditions, to persons with chronic diseases, and their affected families or significant others. Creates and maintains registries such as asthma, cardiovascular, diabetes, etc.
3. Maintains and/or develops comprehensive community health promotion disease prevention (HP/DP) plan including maternal/child health, chronic/ communicable disease control, health care education, GPRA, etc. Revises at least annually for updates and/or needed changes.
4. Completes pre-visit planning for scheduled patients. Communicates the patient needs and recommended to the staff. Discusses patient needs with clinician and other care members as needed. Contacts for management of follow up diagnostic tests, appointments, or medical follow up as appropriate and/or at clinician request. Schedule's nursing visits for follow up. Provides patient education and self-management support.
5. Collaborates with patients and/or families in regards to providing continuity of care and implementing clinician's directions in relation to health maintenance, home care, prevention of disease conditions etc. Refers patients to appropriate resources.
6. Recognizes the right of the individual to make their own decisions for their health care and lifestyle needs and wants.
7. Use of Electronic Health Record to review patient records, enter documentation for all patient requests, phone calls, and visit encounters.
8. Prepares and submits required reports and health records.
9. Participates in continuous quality improvement activities, surveys, and peer reviews. works to maintain and meet GRPA standards, Diabetic Standards, and Accreditation standards.
10. Plans, coordinates, supervises, and evaluates the work of the staff within the Community Health Program.
11. Monitors the Community Health Program, coordinates, and evaluates all activities for the prop-am on a continuous basis.
12. Serve as the SDPI project manager overseeing program budget, and goals and objectives in coordination with the Deputy Director NP. .

13. Reviews, revises, and updates policies on a continual basis in order to ensure that the highest quality of health care is accessible to the Community, which is based on specific standards of care.
14. Serves as Chairperson of the Health Prevention Disease Prevention Committee, Special Diabetes Prevention for Indians (SDPI) Committee, etc.
15. Networks with outside professional health agencies at Federal, other Tribal, State and Local levels, such as, IHS, CDC, Local and State Visiting Nurses, Diabetic Advisory Committees, etc. .
16. Reviews program components regularly so that program is within grant and/or contractual obligations; i.e., Community Health Supplies, Nutrition Grant, Special Grants, etc.
17. When needed, operates a variety of medical equipment and ensures that equipment is in working order. Maintain clean work area.
18. When needed, initiates appropriate treatments such as wound care and immunizations. Administer injections such as vaccinations, Vitamin B12, Depo Provera, etc., in accordance with appropriate protocols. for each type of administration.
19. When needed, perform phlebotomy services when lab technician is not available which include verifying orders, blood draws, specimen processing, and completion of necessary paperwork for the laboratory billing.
20. When needed, assists with providing technical oversight for Medical Assistants, Licensed Practical Nurses, para professional medical staff and student nurses while they are assigned to work in the clinic.
21. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by MN/MHD Training Policy, and maintain HIPAA Compliance in performance of position function.
22. Maintain strict adherence to the Privacy Act of 1974.
23. Review and abide by the MN Personnel Manual and Policies and Procedures.
24. Attends all required training and assigned meetings.
25. Reports to work, meetings, training, and scheduled appointments on time.
26. All other duties assigned.

NOTICE: This Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasks performed by the Community Health Nurse occupying this position. S/he will be required to follow any other instructions necessary to perform any job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities, to qualify for this position. To perform the scope of work, duties, and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply

both knowledge and skills. All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk of health and safety of themselves and/or others.

**The Closing date for the position is June 28<sup>th</sup>, 2021.** If you are interested in applying for this position you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated *that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years)*. A complete Job Description and an Applications can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

**Please send the completed Job Application to the following address or email:**

**Cheryl Smart**

**Attn: Human Resource Assistant**

**Mi'kmaq Nation**

**7 Northern Road Presque Isle, Me. 04769**

**[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)**

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.***