



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: COMMUNITY HEALTH NURSE (RN)

CLASSIFICATION: Salaried/Exempt Full-Time

PAY RATE: \$31.00 – \$38.00/hour

IMMEDIATE SUPERVISOR: Deputy Director Nurse Practitioner 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 (Mi'kmaq Nation) needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: The Community Health Nurse (CHN) is responsible for the supervision of staff, development of policies/procedures and all protocols for the Community Health Program. He/she is responsible for the provision implementation of Health Educational and Medical/Prevention programs, functions, services and activities, under the Community Health Program. The CHN will also serve as a member of the direct patient care team as necessary.

EDUCATION (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: Registered Nurse in the State of Maine. Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Demonstrated ability to plan, coordinate, implement, monitor, and evaluate program activities to ensure efficient, proficient, and impacting program performance. Knowledge in Federal regulations pertaining to Community (Public) Health Nursing. 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, Tribal and community buildings and patient homes. Work requires long periods of regular and recurring standing, walking, bending and lifting no more than 50 pounds. There is common exposure to contagious and infectious disease occasionally. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors. 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 out-of-state.

FUNCTIONS/TASKS:

1. Develops/implements/coordinates a comprehensive community health/public health program to include conducting home visits, school clinics, health education, health services such as specialty clinics, coordinating patient care with medical and ancillary care resources in the community and within IHS.
2. Maintains and/or develops comprehensive community health/public health nursing plans including maternal/child health, chronic/ communicable disease control, health care education, case management, hospital discharge follow-up, etc.
3. Maintains and/or develops an effective recording and reporting system for the community health/public health programs within IHS guidelines.
4. Maintains & updates the patient record as needed.
5. Participates in ongoing quality improvement/risk management/infection control activities as directed.
6. Contacts patients for management of follow up diagnostic tests, appointments, or medical follow up as appropriate and/or a clinician request, in collaboration with clinician, direct care staff, and referral specialist, etc. 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.
7. Schedule's nursing visits for follow up.
8. Tracks and follows up on referrals as needed or directed, in conjunction with referral specialist, for case management care and coordination.
9. Provides patient education and self-management support.
10. Participates in meeting accreditation standards/medical home standards.
11. Works to obtain diabetic educator training and works toward certification, as available, to support program needs.
12. Creates and maintains registries such as asthma, cardiovascular, diabetes, etc.
13. Provides leadership, guidance and direction to the Field Health Tech/Community Health Representative, and any community health/public health personnel.
14. Maintains professional knowledge and proficiency for community/public/diabetic health nursing through continuing education, staff meetings, workshops, and/or serving on nursing work groups, while maintaining at least 30 hours of continuing education within a two-year period, or as per policy.
15. Actively works to maintain and meet GRPA Standards, Diabetic Standards, and Accreditation standards.

16. Maintains standards for HIPAA, Infection Control, Privacy Act IHS and MSU policies.
17. Participates in all aspects of SDPI program as needed, and assists in maintaining program goals and objectives.
18. Provide direct ambulatory services within the clinic. Screen's patients and elicits patient history. Assesses needs and refers for care. Administers medications per provider direction or standing order. Operates medical equipment and provides therapeutic treatments. Administers simple tests and assists with diagnostic procedures, to include blood draws and specimen collection, etc.
19. Records observation, assessment, interventions, etc. in patient's medical record according to IHS documentation standards.
20. Triage patients who call or walk in and directs them appropriately.
21. Completes pre-visit planning for scheduled patients. Communicates the patient needs and recommended treatment to the staff. Discusses patient needs with clinician and other care members as needed.
22. Maintains stock of supplies and equipment in rooms for direct patient care, reports shortages, equipment malfunctions, and needs to staff as needed.
23. Functions under established protocols, may order routine x-rays, lab tests, diagnostic procedures, and consultations as directed by provider. May initiate actions for further treatment per provider or supervisor.
24. Performs home visits, holds group and individual educational conferences and teaches, providing demonstration as needed.
25. Recognizes the right of the individual to make their own decisions for their health care and lifestyle needs and wants.
26. Provides and assists in the provision of emergency treatment, maintaining a current CPR/First Aid certification.
27. Plans, coordinates, supervises, and evaluates the work of the staff within the Community Health Program.
28. Develops a Policy/Procedure Manual and Standard Operations Procedures for the Micmac Community in the areas of: health promotion, education, and maintenance. 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.
29. Coordinates, outlined in each individual client care plan.

30. Works closely with medical consultants develops specific teaching curriculums and protocols for Community Health Staff to implement. Reviews these at least annually for updates and/or needed changes.
31. Ensures that 'all Community Health staff maintains the minimum-standard client contacts per month.
32. Provides individualized, and/or group, instruction in self-management of health conditions, to persons with chronic diseases, and their affected families or significant others.
33. Health Education Classes are held in the Community a minimum of four times per year. Examples: Diabetes, cardio vascular disease, prenatal, dental, etc.
34. Assists in the determination of Health Care Priorities and in the development of formal Health Care Plans for the client.
35. Monitors the Community Health Program, coordinates, and evaluates, all activities for the program on a continuous basis.
36. Notifies Mi'kmaq Nation Community members for screenings and follow-up activities, in the event that a contagious disease exists.
37. Networks with outside professional health agencies at Federal, other Tribal, State and Local levels, such as, IHS, CDC, State Visiting Nurses, Diabetic Advisory Committees.
38. Serves as Chairperson of the Health Education Prevention Committee; i.e., Diabetes, HIV/AIDS, Healthy Communities, etc.
39. Reports to the Health Director and other Health Care Professionals, significant findings in relation to health matters that come to his/her attention during the performance of official duties.
40. In coordination with the Community Health Team, reviews and approves all completed plan(s) of care on clients, on a continuous basis.
41. Submits detailed quarterly reports to the "Health Director by 15th day of each quarter, (January, April, July and October).
42. Attends in-service workshops or training sessions related to job, and submits a detailed written report to the Health Director within three attending.
43. Reviews Privacy Act and signs Statement Confidentiality. Reviews, and adheres to, HIPAA rules and regulations. Monitors and enforces compliance of staff with all applicable rules and regulations governing the privacy and confidentiality of patients, Health department and IHS data and information.
44. Reviews program components regularly so that program is within contractual obligations; i.e., Community Health Supplies, Nutrition Grant, Special Grants, etc.
45. Reviews Mi'kmaq Nation Personnel and Fiscal Policies and conducts activities in accordance to those established policies.

46. All other duties as assigned by supervisor.

NOTICE: This Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasks performed by the Contract Health Services/Medical Records Administrator 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.

Micmac Health Department (MHD) Loan Repayment Opportunities

The MHD cannot guarantee a candidate receives a loan repayment opportunity however, we can state that we have had successful candidates apply for and receive loan repayments up to \$100,000. The professions to receive loan repayment while working for MHD include dentist, registered nurses, and licensed professional counselor.

Loan Repayment: Eligible Health Professions have the option to apply for the Indian Health Service Loan Repayment Program (LRP) for up to \$20,000 per year (up to \$40,000 for the initial two-year contract) in loan repayment funding (and up to an additional \$4,000 per year to offset the tax liability).

The closing date for the position is JANUARY 13, 2022. 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, and 3 professional references from current or past employers (within 3 years).**

A complete job description and an application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background check. 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

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.