



**MI'KMAQ NATION  
MICMAC HEALTH DEPARTMENT  
POSITION DESCRIPTION**



**TITLE:** Deputy Director Nurse Practitioner  
**CLASSIFICATION:** Salaried/Exempt  
**IMMEDIATE SUPERVISOR:** Health Director  
**SALARY RANGE:** \$45-\$75

**SUMMARY OF POSITION:** The Deputy Director Nurse Practitioner (FNP)/Primary Care Provider is responsible for the direct and comprehensive primary, preventive, and therapeutic medical and nursing care across the patient life span, i.e., geriatric, adult, adolescent, pediatric, and infant patients and their families of the Micmac community. The FNP will work autonomously as the solo provider in the facility, performing most assignments independently, and is self-directed with considerable latitude in performing duties, seeking the guidance of a general physician as needed. The FNP resolves most conflicts and uses individual judgment and clinical judgment skills to develop new procedures, practices, and approaches to care for patients.

**EDUCATION (AND PERTINENT EXPERIENCE):** Officially accredited to practice as a Family Nurse Practitioner (FNP) by AANP or ANCC with at least five years' experience.

**LICENSES OR CERTIFICATIONS:** Must possess current and valid unrestricted Maine license (or eligible for) from the State Board of Nursing for Advanced Nursing Practice. Meet all state requirements and obtain valid Prescriptive Authority and Drug Enforcement Agency (DEA) licensure. Be BLS certified and possess a valid driver's license and access to a private vehicle for day-to-day job performance.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:** Demonstrated ability to plan, coordinate, implement, monitor, and evaluate program activities to ensure efficient, proficient, and impacting program performance. Knowledge of Federal regulations of Community (Public) Health Nursing. Self-directed/motivated. Ability to work both independently and as part of a team. Ability to maintain accurate and current client records. Excellent oral and written communication skills, including possessing computer literacy. Possesses solid supervisory skills.

**FUNCTIONS/TASKS:** Conduct a health and developmental history of the patient and/or family member and perform a physical examination using palpation, percussion, auscultation, observation skills, and appropriate diagnostic instruments.

Orders and/or performs screening and diagnostic tests and procedures (lab studies, x-rays, electrocardiograms, audiograms, pulmonary function tests, etc.) Interprets test results and analyzes all collected data, discriminates between normal and abnormal findings to identify all stages of physical, emotional, or mental problems, and prioritizes health care needs, i.e., formulates a problem list. The electronic medical record accepts timely documentation of data, patient assessment, and care plans.

Makes diagnosis and decisions concerning medical and nursing care needs of the patient, formulates and implements a plan of care which may involve various treatment modalities,

**KNOWLEDGE:** The incumbent must have knowledge of the wide range of professional nursing and nurse practitioner principles, concepts, practices, and procedures applied to provide therapeutic health care to individuals and community groups.

Knowledge of physical and psycho-social assessment and history-taking skills, i.e., palpitation, percussion, auscultation, listening, and observation to perform and complete physical examinations. Ability to interpret diagnostic tests and procedures, analyze data to discriminate between normal and abnormal findings and community results, identify early stages of serious physical, emotional, or psychological problems, and diagnose and implement or modify treatment.

Knowledge of federal, state, and local laws and regulations governing the nurse practitioner, agency policy, and medical principles to develop appropriate care plans within the scope of nurse practitioner practice.

Knowledge of accreditation requirements such as the Accreditation Association for Ambulatory Health Care (AAAHC) or Joint Commission.

**Only individuals with proof of complete COVID-19 vaccination will be considered for hire.**

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 stated in your application, 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](http://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, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: September 17, 2024**

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

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

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

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