

# MI'KMAQ NATION

## JOB DESCRIPTION

**TITLE: CLINIC MANAGER (REGISTERED NURSE)**

**CLASSIFICATION:** Salaried/Exempt

**SUPERVISORY:** Yes

**IMMEDIATE SUPERVISOR:** Clinic Director/Primary Care Provider

**SALARY RANGE:** \$83,200 - \$95,680 per year (\$40-\$46 per hour)

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether the applicant meets the qualifications sufficient to perform the tasks and assume the responsibility for the work described herein. Some aspects of this position may change over time, according to the needs of the Mi'kmaq Nation (hereinafter, MN).

**SUMMARY OF POSITION:** The Clinic Manager-Registered Nurse will provide nursing oversight and direction for ambulatory care services and clinical staff, as well as provide a level of comprehensive preventative and therapeutic nursing care, including counseling and teaching in a health care setting. The incumbent will assist with providing guidance and technical assistance for other nursing/non-nursing personnel and participate in a multidisciplinary treatment team. The incumbent's work affects the physical and psycho-social well-being of the patients and the MN community. The manner in which the work is carried out affects how the Clinic is perceived or regarded by the MN community.

**EDUCATION (AND PERTINENT EXPERIENCE):** Bachelor of Science in Nursing. An Associate Degree in Nursing is acceptable. No less than 5 years in an outpatient primary care health care combined with 2 years of clinic management experience required. Experience in Health Education is essential.

**LICENSES OR CERTIFICATIONS:** Current Maine Registered Nurse License. Valid driver's license. Certified Health Educator is desired.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Ability to be proficient in the use of the Electronic Health Record. Professional knowledge of nursing care principles, practices, and procedures required to assess needs of a wide variety of medical, surgical (minor), and pediatric patients, as well as knowledge of the normal course of diseases, anticipated complications, and indicated therapeutic interventions. Knowledge of pharmaceuticals, their desired effects, and complications of their use. Knowledge of adverse signs and symptoms and the ability to react swiftly in emergencies. Knowledge and skill in the operation of specialized medical equipment such as AEDs, monitors, positive pressure, etc. Ability to teach and counsel clients in order to encourage them to assume responsibility for their own health status, and to assist them to understand disease prevention and health maintenance. Knowledge of available health care and health maintenance programs and resources in the community. Ability to communicate and interact with people (staff, health care professionals, and individuals in the community), with different functions, levels of knowledge, and responsibilities. Knowledge of national and local nursing standards, accreditation standards, and quality improvement standards.

**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 diseases occasionally. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

### **FUNCTIONS/TASKS:**

#### **Operational Management:**

1. Assists the Medical Director with the program planning for the ambulatory care nursing

activities.

2. Assists the Medical Director with contractors and/or locum services related to clinical care.
3. Maintains supplies and equipment, upkeep of the nursing area, and maintains a safe environment.
4. Operates a variety of medical equipment and ensures that equipment is in working order. Maintain a clean work area in both the lab and workstation.
5. Manage the Infection Control program.
6. Manage (and otherwise serve as backup for) Employee Health program.
7. Ongoing development of Strategic Goals that align with the overall MN/MHD Strategic Plan and regularly seek and secure opportunities and resources that will assist in the realization of said Goals.
8. Reports to work, meetings, training, and scheduled appointments on time.
9. Attends all required training and assigned meetings.

#### **Staff Supervision:**

1. Coordination of staff leave to ensure adequate clinical care and programmatic coverage.
2. Supervision of staff, including performance evaluations and improvement plans when necessary.
3. Provides direct supervision, mentoring, training, and coaching to clinical and non-clinical staff.
4. Providing technical competency evaluations for RNs, LPNs, para-professional medical staff, and student nurses while they are assigned to work in the clinic.

#### **Compliance and Quality Improvement:**

1. Prepares and submits required reports (Governing Board reports, for example) and health records within established deadlines.
2. Prepares and submits nursing reports.
3. Maintains professional knowledge and skills by attending appropriate in-service and continuing-education programs. Keeps professional license current.
4. Develops Nursing policies and procedures.
5. Participates in continuous quality improvement activities, surveys, and peer reviews. May assist with developing and revising nursing care standards, policies, and procedures. Represents nursing staff in various MN/Micmac Health Department (MHD) Committees as assigned.
6. Participates in meeting accreditation standards. Serves on planning committees.
7. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by MN/MHD Training Policy and maintain HIPAA Compliance in performance of the position function.
8. Maintain strict adherence to the Privacy Act of 1974.
9. Review and abide by the MN Personnel Manual as well as all MHD policies and protocols.

#### **Clinical Services (small percentage of time)**

1. Triage patients requesting urgent appointments to prioritize appointments on the waiting list.
2. Utilizing the nursing process, the nurse obtains a preliminary health history, makes a physical assessment recognizing the range of "normal" and the manifestations of common abnormalities, provides the necessary nursing care, or makes appropriate referrals to other health care team members.
3. When needed, screen patients prior to seeing the medical provider: Record the patient's chief complaint, vital signs, measurements, and screenings such as tobacco, family, alcohol, etc.
4. Assists Medical Provider with diagnostic, therapeutic, and minor surgical procedures. administers oral and parental medications.
5. Counsels patients and/or families regarding planning continuity of care and implementing the physician's directions in relation to health maintenance, home care, prevention of disease conditions, etc. Refers patients to appropriate resources.



6. Use of Electronic Health Record to review patient records and enter documentation for visit encounters, nursing interventions, therapeutic measures provided, referrals for follow-up care, and patient requests.
7. 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.
8. Functioning under established routine and medical protocols, performs point-of-care tests, diagnostic procedures, consultation services, etc. Interprets selected laboratory findings and, as appropriate, initiates action for necessary care.
9. Promotes continuity of care by providing relevant health instructions, patient education, and referrals for follow-up care, arranging appointments, and collaborating with other agencies involved in health care. Documents all actions in the patient's health record.
10. Receive and respond to medication requests. Responsible for sending medication requests to the medical provider, completing prior authorizations for medications that require it, and obtaining prescription drug monitoring reports for controlled medication requests.
11. Perform phlebotomy services which include verifying orders, blood draws, specimen processing, and completion of necessary paperwork for the contracted lab and for third party billing in the event the lab technician isn't available.
12. Provides and/or assists in the provision of emergency treatment. Initiates appropriate measures in emergency situations when the medical provider is not immediately available; for example, take resuscitative measures in case of cardiac or respiratory arrest.
13. All other duties as assigned.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other 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 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 skill.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including 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 or significant risk to the health and safety of themselves or others.

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, a resume, *and* three 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 8, 2025**

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

Attn: Human Resources

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.**