

# MI'KMAQ NATION

## Job Description

**TITLE:** Nurse- Managed Care Coordinator

**CLASSIFICATION:** Salaried/Exempt

**IMMEDIATE SUPERVISOR:** Deputy Director NP/ Primary Care Provider/ RN Clinic Manager

**SALARY:** \$59,290-\$76,980

**NOTE:** The following includes data on essential job function 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.

**SUMMARY OF POSITION:** The nurse will provide managed care coordination, phone triage, and other duties using comprehensive preventative and therapeutic nursing care. Establish misting relationships while excellent working relations with patients, families, providers, and the Mi'kmaq Family Health Services staff to ensure the holistic needs of the Mi'kmaq Nation community are met.

**EDUCATION (AND PERTINENT EXPERIENCE):** Bachelors of Science in Nursing preferred. An Associate's Degree in Nursing is acceptable. At least two (2) years of nursing experience is required and experience in Health Education is essential. **Will provide training to suitable candidate.**

**LICENSES OR CERTIFICATIONS REQUIRED:** Current and unrestricted State of Maine nurse license. Valid driver's license. Certified Health Educator is desired.

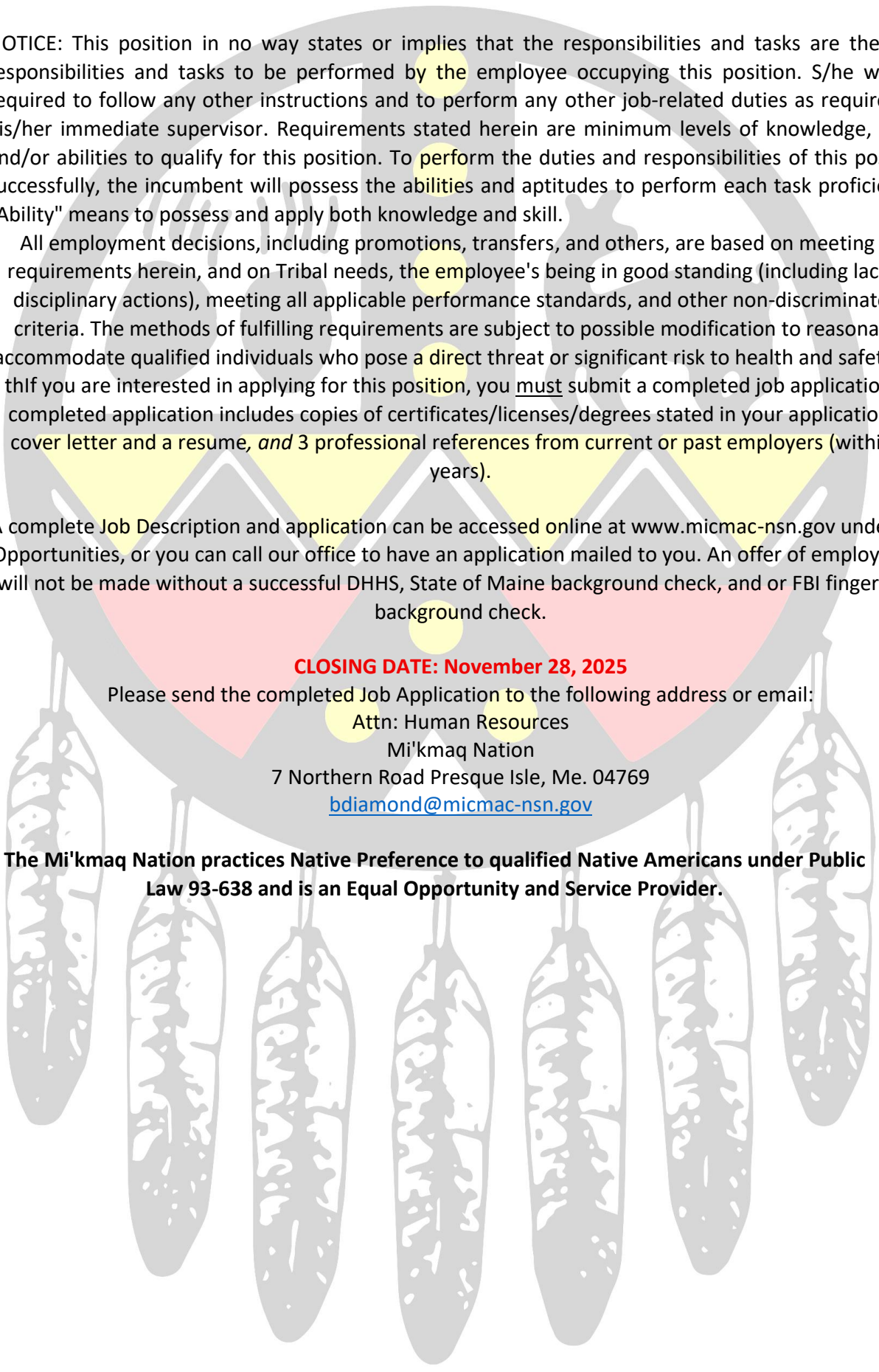
**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Ability to be proficient in the use of Electronic Health records. Demonstrate a broad range of knowledge of health and disease, including an in-depth understanding of diabetes management. Professional knowledge of nursing care principles, practices, and procedures required to assess needs of a wide variety of medical, surgical, and pediatric patients, as well as knowledge of the normal course of diseases, anticipated complications, and indicated therapeutic interventions. Knowledge of pharmaceuticals, their desired affects, and complications of their use. Knowledge of adverse signs and symptoms and the ability to react swiftly in emergency situations. Knowledge and skill in operation of specialized medical equipment such as resuscitators, 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 persons (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, client homes, and local hospitals. 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:**

1. Promotes continuity of care by providing relevant health instructions, patient education, and referrals for follow-up care via phone calls, on-site, home and hospital visits.
2. Coordinating care with other providers, and/or community resources, and other programs.

3. Motivates patients to be active and engaged in their health and overall well-being.
4. May accompany patients to appointments, serving as an advocate and/or coordinator of services.
5. 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.
6. Triage patients requesting urgent appointments to prioritize appointments on the waiting list.
7. Serve as the Infection Control clinical back-up.
8. Use of Electronic Health Record to review patient records, enter documentation for all patient requests, phone calls, and visit encounters.
9. When needed, screen patients prior to seeing the medical provider: Record patient's chief complaint, vital signs, measurements, and screenings such as tobacco, family, alcohol, etc.
10. Utilizing the nursing process, 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.
11. Functioning under established routine and medical protocols, orders for laboratory tests, diagnostic procedures, consultation services, etc. Interprets selected laboratory findings and as appropriate, initiates action for necessary care.
12. Assists Medical Provider with diagnostic, therapeutic, and minor surgical procedures. Administers oral and parental medications.
13. 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
14. When needed, operates a variety of medical equipment and ensures that equipment is in working order. Maintain clean work area.
15. When needed, initiates appropriate treatments such as wound care and immunizations. Administer injections such as vaccinations, Vitamin B 12, Depo Provera, etc., in accordance with appropriate protocols for each type of administration.
16. 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.
17. 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.
18. Participates in continuous quality improvement activities, surveys, and peer reviews. May assist with developing and revising nursing care standards, policies, and procedures. Represents nursing staffing various Mi'kmaq Nation/Mi'kmaq Health Department (MHD) Committees.
19. Prepares and submits required reports and health records in accordance with the policy.
20. Maintains professional knowledge and skills, by attending appropriate in-service and continuing education programs. Keeps professional license current.
21. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by Mi'kmaq Nation/MHD Training Policy, and maintain HIPAA Compliance in performance of the position function.
22. Maintain strict adherence to the Privacy Act of 1974.
23. Review and abide by the Mi'kmaq Nation Personnel Manual and W-II) Policies and Procedures.
24. Attends all required training and assigned meetings.
- 23, Reports to work, meetings, training, and scheduled appointments on time.
24. 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 needs, 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 health and safety of . thlf 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 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 to you. 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: November 28, 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.**