



MI'KMAQ NATION COMMUNITY HEALTH NURSE POSITION DESCRIPTION

TITLE: Cancer Prevention and Clinical Support Nurse

CLASSIFICATION: Regular Full Time 40 Hours/Non-exempt

PAY RANGE:

LPN/LVN - \$22.00 - \$27.00

RN - \$32.00-\$42.00

IMMEDIATE SUPERVISOR: Clinic Manager, RN

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

SUMMARY OF POSITION:

The Cancer Prevention and Clinical Support Nurse is responsible for delivering comprehensive preventive care, coordinating cancer screening activities, and supporting high-quality clinical services within the primary care clinic. This role integrates patient education, clinical nursing practice, care coordination, and data management to enhance screening rates, reduce barriers to care, and improve overall patient outcomes. The position also supports laboratory functions, assists with daily clinical operations, and contributes to high-quality, patient-centered care.

EDUCATION (OR EQUIVALENT EXPERIENCE):

- Licensed Practical Nurse (LPN)/Licensed Vocational Nurse (LYN) OR Associate's Degree RN or higher
- Preferred 2-5 years of clinical experience, often in medical assisting, public health, or oncology settings.

LICENSES OR CERTIFICATIONS:

- **License:** Active, unrestricted LPN/LVN/RN license in the state of practice.
- **Certifications:** Basic Life Support (BLS) certification is required.

- Valid Maine driver's license and clean driving record.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:

- Strong communication and organizational skills.
- Ability to work independently and collaboratively.
- High attention to detail, reliability, and adherence to protocols.

WORKING CONDITIONS: Must be able to lift fifty (50) pounds. Compliant with infection control and safety standards.

FUNCTIONS/TASKS: NOTE: (This list is not all-inclusive) Screening Coordinator

(75%)

- Audit patient charts and use EHR tools to identify individuals due for preventive services and screenings.
- Initiate cancer-related case management in partnership with care coordinators and assist patients in navigating healthcare access barriers.
- Educate patients on cancer screening guidelines, diagnostic processes, preparation requirements, and the importance of early detection.
- Coordinate diagnostic imaging, specialty referrals, and follow-up appointments, track test results for timely provider review and patient notification.
- Collaborate with providers to close care gaps and ensure continuity of care.
- Conduct reminder calls, portal messaging, and recall tracking to support patient compliance.
- Conduct outreach activities, manage recalls, and ensure timely follow-up for recommended screenings.
- Review screening and diagnostic results; coordinating care with primary care providers and specialty services.
- Maintain accurate data and ensure compliance with program and regulatory requirements.
- Monitor preventive health metrics and participate in quality improvement and grant-related activities.
- Reinforce care plans and discharge instructions to support patient understanding and adherence.
- Provide patient and family counseling on health maintenance and continuity of care.
- Implement standing orders and preventive care protocols as directed by providers.
- Prepare and submit nursing reports; maintain a safe, organized, and compliant work environment.

Clinical Support (25%)

- Support daily clinic workflow and maintain accurate EHR documentation.
- Triage patient calls and walk-ins, prioritizing needs and coordinating with the care team.
- Room patients, obtain vital signs and medical histories, reconcile medications, and prepare patients for exams and procedures.
- Assist providers during clinical procedures and administer medications and immunizations within scope of practice.
- Perform clinical tasks including venipuncture, specimen collection, point-of-care testing, and general laboratory support. Label, process, and prepare specimens for transport while maintaining safety and compliance standards.
- Monitor clinical inventory and assist with ordering and stocking supplies.
- Participate in staff meetings, case conferences, audits, and continuing education.
- Ensure HIPAA compliance and adherence to all privacy and regulatory requirements.
- Contribute to the achievement of organizational and strategic priorities.
- Other duties as assigned.

This role functions as an integral member of the ambulatory care team, strengthening preventive services, improving care coordination, and enhancing overall patient outcomes within the community.

EVALUATION

Feedback will be practiced on an ongoing basis, and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

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.

The Mi'kmaq Nation practices Native Prejudice to qualified Native Americans in accordance with 25 USC 472, 472 (a), and P.L. 93-638 and is an Equal Opportunity and service provider.