

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Community/Public Health Nurse  
**Department:** Bad River Health & Wellness Center (BRHWC)  
**Hourly Rate:** \$28.00 - \$32.00  
**Full Time:** 40 Hours/Week  
**Exempt:** Yes  
**Supervisor:** Public Health Nurse Manager  
**Posting Date:** In-House  
**Opens:** April 27, 2023  
**Closes:** May 3, 2023, at 4:30 pm  
**Posting Date:** In-House  
**Opens:** May 4, 2023  
**Closes:** May 18, 2023, at 4:30 pm  
**Posting Date:** **In-House**  
**Opens:** **May 22, 2023**  
**Closes:** **Open Until Filled**



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**Summary:** The Community Health Nurse (CHN) develops and provides a broad range of community health nursing services. The CHN serves as a member of the Health Management Team and assists the Public Health Nurse Manager in providing direct supervision and consultation in the operation of community health services, CDC guidelines, and infection control.

**Essential Duties and Responsibilities** include the following.

- Develops/implements policies and procedures for a comprehensive Community Health Nursing Program.
- Develops and implements the Tribe's CHN Quality Assurance program.
- Conducts epidemiological surveys, field investigations, research studies, and community assessments to appraise health needs.
- Plans, implements, and maintains appropriate health programs and services based upon data collected, which identify health needs and determine community health nursing priorities.
- Assists in the development and implementation of a written health referral system.
- Coordinates efforts with Tribal Health Programs, County Health Services IHS, the State Health Department, and other community agencies to provide an optimal level of health services and continuity of patient care.
- Responsible for communicable disease reporting via Wisconsin Electronic Disease Surveillance System (WEDSS).
- Develops a centralized registry management system.
- Provides skilled nursing to individuals and families through administering treatment, medications, and rehabilitative activities.
- Assists in providing health education and workshops to young parents in the community on a one-to-one and group basis.
- Assists with the coordination of the immunization program including management of the Wisconsin Immunization Registry (WIR), state grant, and immunization clinics.
- Assists in setting up immunization clinics within the community. Informs those who need immunizations of their importance, schedules appointments for immunizations, and refers to the FNP or CHN as needed.
- Prepares and submits required monthly reports to Tribal Council, Clinic Administrator, and Health Board.
- Provides nursing services and healthcare education at homes and BRHWC.
- Develops treatment and intervention plans based on healthcare assessments.
- Instructs families on patient care and promoting healthy lifestyles.

- Coordinate treatment, convalescence, and rehabilitation plans with other healthcare providers.
- Provides maternity and childcare guidance as well as facilitates interventions when required.
- Conducts immunization programs as well as promotes disease prevention and control measures.
- Inventories and replenishes medical supplies as well as maintain medical equipment.
- Updates and maintains patient files and medical records with adherence to patient privacy under HIPAA and or 42 CFR Part II (substance abuse treatment).
- Participates in health education initiatives and keeps abreast of advancements in the field of public health.
- Other duties as assigned.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

- A Registered Nurse with a BSN from an institution accredited by NLN is required.
- Must possess current RN license in the State of Wisconsin or have reciprocity with Wisconsin if licensed in another state.
- Two to four years' previous experience in nutrition, health, and wellness is preferred.
- Two years of supervisory experience.
- Advanced Public Health Nurse – Board Certified (APHN-BC) preferred.

**Other Skills and Abilities:**

**Required:**

Knowledge and experience with computers, word-processing software, general office procedures, and experience with electronic health records. Must maintain strict confidentiality following the Privacy Act and HIPAA.

**Background Check:**

This position is contingent on the required ability to pass a caregiver background check regarding working with children and the elderly. Must possess a valid drivers' license and access to a vehicle.

**Language Skills:**

- Proficiency in electronic health record management systems, such as RPMS, Epic, Cerner. etc.
- Ability to communicate with families of patients regarding the care and recovery of the patient and educate families on the prevention of disease and making positive strides towards health.
- Provides educational resources on subjects such as home nursing, maternity, and pediatric care, and basic individual and family well-being.
- Excellent presentation skills.
- Ability to establish and maintain effective working relationships with a variety of individuals and groups, within and the surrounding areas of the Bad River Community.
- Provides instruction to parents of young children regarding public health and immunizations.
- Cooperates with families to monitor the recovery of ill or injured individuals and work with community resources and medical providers to improve outcomes when necessary.
- Advanced ability to educate patients and their families on healthcare and disease prevention.
- Exceptional interpersonal and written skills to advise patients and their families.

**Reasoning Ability:**

- Extensive experience in assessing and treating patients and coordinating interventions.
- Dependable and self-motivated with the ability to work independently and with little or no supervision.
- Keeps abreast of pediatric health standards and school health issues by attending conferences and reading professional literature.
- Monitors and assesses medical systems by tracking progress and health results in patients.

- Ability to maintain supply inventories, travel extensively, and perform regular vehicle maintenance checks.
- In-depth knowledge of best practices in public healthcare and advancements in the field.
- Recommends that changes be made when necessary to improve the effectiveness, efficiency, or safety of basic operations.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 50lbs and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)