

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Head Start/Early Head Start Nurse and Health Manager

**Department:** Education

**Hourly Rate:** \$29.00

**Full Time:** 40Hrs/Week

**Exempt:** No/Hourly

**Supervisor:** Head Start/Early Head Start Director

**Posting Date:** In-House

**Opens:** December 17, 2021

**Closes:** December 28, 2021, at 4:30 pm

**Posting Date:** Public

**Opens:** January 7, 2022

**Closes:** January 21, 2022, at 4:30 pm

**Posting Date:** **Public**

**Opens:** **January 10, 2022**

**Closes:** **Open Until Filled**

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**Summary:** The Head Start/Early Head Start Nurse and Health Manager will develop and utilize an interdisciplinary plan for prenatal women, infants, and children ages birth to five years, and their families receiving services at the Bad River Head Start/Early Head Start. The Head Start/Early Head Start Nurse/Health Manager will comply with all Head Start Performance Standards, State Licensing regulations, and CACFP regulations. Must be willing to incorporate the Ojibwe 7 teachings into the daily operation of the program.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Conduct daily rounds in Head Start/Early Head Start classrooms.
- Work with Head Start/Early Head Start employees, parents, and children to provide prenatal care coordination to pregnant women and infants in collaboration with other programs serving prenatal moms, infants, toddlers, and pre-school age children, to include identifying needs, home, and clinic visits,
- Providing support in several areas including social, physical, emotional
- Identify risks and concerns and develop a plan of care in collaboration with families.
- Participate in monthly assessment, refine and utilize referral systems with an emphasis on tracking follow-up
- Provide case management to include appropriate documentation of assessments, risks, care plans, activities, referrals, and outcomes using the format approved by the Head Start/Early Head Start Program
- Assure comprehensive well-child exams for children on the project from birth to age five
- Collect and enter statistical data in the Child Plus Data System within 48 hours of obtaining the data
- Monitor immunization status of all children in the program and ensure immunizations are up to date
- Use the Wisconsin Immunization Registry (WIR) to track and update all immunization activities
- Participate in management meetings to address project improvement, accomplishments, challenges, concerns, and plans for project activities
- Work with other programs to assess infants as necessary, including the WIC program, Family Foundations, Birth to Three, and any other programs assisting young families.
- Must be able to incorporate covid safety practices.
- Must be able to monitor the CACFP regulations and support kitchen staff.
- Provide training and guidance to staff, parents, and community members on a variety of pertinent topics in the areas of health and nutrition.
- Excellent communication skills for working with parents, co-workers, and children.
- Promote the use of and speak Ojibwemowin as proficiency level allows throughout the delivery of all Head Start/Early Head Start services for children and families.

**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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

- Must have a BA degree in Health Education, nursing, public health, or related program to nursing.

**Preferred:**

- One-year professional experience in obstetrics, prenatal health management, and pediatrics and community health preferred.
- Previous experience working with children and/or pregnant moms preferred.
- Previous experience as a supervisor preferred.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Excellent written and oral communication skills are required.
- Must be willing to work with community interdisciplinary teams and promote cooperation and positive interactions.
- Must be fully covid vaccinated.

**Background Check:**

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Reasoning Ability:**

- Experience working with children

**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 working environment is usually moderate to loud. Subject to inside and outside weather conditions. The work environment includes the Bad River Head Start/Early Head Start, transports to local clinics, client homes, or community locations.

**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)