

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Family Nurse Practitioner
Department: Health & Wellness Center
Hourly Rate: Negotiable
Full Time: 40Hrs/Week
Exempt: Yes/Salary
Supervisor: Medical Director

Posting Date: In-House

Opens: April 23, 2024

Closes: April 29, 2024, at 4:30 pm

Posting Date: Public

Opens: April 30, 2024

Closes: May 14, 2024, at 4:30 pm

Posting Date: **Public**

Opens: **June 25, 2024**

Closes: **Open Until Filled**



Summary: The Family Nurse Practitioner (FNP or APNP) will function under the supervision of a physician licensed to practice in a State of Wisconsin.

Essential Duties and Responsibilities include the following.

- Will provide direct care within the tribal clinic, the home, and the community.
- Will function independently within the established protocols and the scope of practice outlined by the State of Wisconsin Board of Nursing.
- Will serve as a member of clinic management teams and will provide technical direction, supervision and consultation as needed.

Health Systems and Records Area:

- Will establish protocols for management of specific acute and chronic illness in collaboration with the physician.
- Will draft and implement a system of referral to other health providers/agencies.
- Will serve as technical consultant for Purchased and Referred Care authorization and review.
- Will collaborate with the Clinic Administrator in developing written policies, procedures, and guidelines for a total health care program.
- Participate in and conduct studies relevant to health care and nursing needs of patients.
- Will provide professional supervision to clinic staff, and consultation as need to include coordination with other programs or departments, including CHR's as appropriate.
- Will work with Clinic Administrator, staff, Health Board, and appropriate health agencies to continually improve and upgrade health service.

Clinic Services:

- Will include evaluations of total care needs of patients, development of plans to meet those needs.
- Counsel patients and family members in health education.
- Family planning, advice regarding contraceptive use and provide materials, promote and advise regarding benefits and maintaining personal and family health.
- Will secure a health and development history from the patients or parents, records findings, make critical evaluations.
- Perform or refer for special screening, development tests, and lab tests and interpret results.
- Ascertain early stages of serious physical, emotional, or mental problems, identify and manages specific illnesses, conduct specialty clinics including, well-baby and well-child clinics, ambulatory care and reproductive health.

- Will give direct psychological nursing care, work collaboratively with the physician in management of select complex medical problems, and communicable disease control; TB, STD survey; provide emergency services or crisis intervention on the absence of the physician.
- Will provide routine services, periodic physical exams, vision and hearing screening, screening tests for diabetes, glaucoma, emphysema, anemia, nutritional status screening.
- Will perform simple laboratory procedures, collect biological specimens for laboratory assay, hemoglobin, hematocrit, glucose testing and durometer.
- All other duties as assigned.

Medical Records Area:

- The FNP will prepare and maintain accurate, complete and legible documentation of medical records: complete patient history, will record all patient interactions, i.e. telephone calls regarding prescriptions or advise given.
- Will ensure medical information is promptly recorded in patient chart and use electronic health record appropriately. Follow policy for completion of records.
- Will ensure documentation is specific and complete, accurate, objective, relevant and authenticated.
- Will ensure that specific standards for record format are adhered to, regarding abbreviations and correction procedures.
- Code procedures and clinical care accurately. Comply with all clinic policies and processes for billing.

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

Educational and/or Experience:

Required:

- Registered Nurse with a B.S.N. from an institution accredited by NLN required.
- Masters of Science in Nursing with clinical emphasis required.
- Current RN and FNP license in the State of Wisconsin is required.
- Must adhere to strict confidentiality required.
- BLS, PALS, ACLS certification, to be renewed annually required.

Preferred:

- Minimum two (2) years of experience as an FNP in a clinical setting 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.
- Must adhere to strict confidentiality required.
- Ability to prioritize health/clinic objectives required.
- Excellent leadership and organizational skills.

Background Check:

- This position is contingent on the required ability to pass a caregiver background check when working with children and/or the elderly.
- This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

- Must possess strong oral and written communication skills.

Reasoning Ability:

- Ability to interact with the clients/public, fellow employees, and tribal programs.

Cultural Sensitivity:

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

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

Must be physically able to perform duties in the field. Position may require sitting or standing for extended periods of time, some walking, bending, stooping, and lifting up to 50lbs. on occasion. Subject to inside and outside environmental conditions, must be physically able to travel as necessary.

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 essential functions.

Subject to inside and outside conditions. Noise level is 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

HRassistant@Badriver-nsn.gov