

FORT BELKNAP INDIAN COMMUNITY

TITLE:	Public Health Nurse	WAGE:	Doe/PHN Salary Schedule
DEPARTMENT:	Tribal Health	PROGRAM:	Public Health Nurse
STATUS:	Permanent/Full-Time	LOCATION:	Reservation-wide

SUPERVISION RECEIVED:

Incumbent receives supervision from the Tribal Health Public Health Nurse Manager with overall supervision by the Tribal Health Director.

GENERAL DESCRIPTION OF DUTIES:

Provides direct care for the client with complex nursing and medical diagnosis and complicating socioeconomic factors according to established professional nursing standards and I.H.S. policies and guidelines of care. Incumbent develops plans and coordinates Public Health Nursing related functions, services and activities for the Public Health Nurse Program for the Fort Belknap Reservation.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Supervises epidemiological surveys, field investigation and research studies to appraise health needs and for the purpose of quality assurance. Assess trends or symptoms; diagnose needs and implements a plan of action to meet these needs by providing health services to communities, families and individuals.
- Serves as a consultant and coordinator to tribal health agencies in all community health related activities.
- Adapts program to meet unique health needs such as found in schools, Head Start centers, Senior Citizen centers and other agencies as indicated.
- Provides nursing care to individuals and families designed to promote wellness, to prevent complications and to minimize disabilities.
- Teaches and supervises clients and families in techniques of positive health measures. Assists them in understanding, accepting and adjusting to the implications and responsibilities of medical care, diagnosis and treatment.
- Participate in the Tribal Health Improvement Program as a provider to high risk patients identified by DPHHS (*see Task Order*)
- Conduct outreach in form of letter, phone call or in-person visit to each THIP patient on a monthly basis.
- Completes PCC patient record within two days of encounter.

- 200 individual patient encounters quarterly. With a minimum 800 per year.
- Provides counseling and education at least once to all pregnant women.
- Provides counseling and education to normal postpartum patients and newborns within 15 working days of referral or knowledge of delivery.
- Maintains at least 24 hours of continuing education that are specific to nursing priority areas (in service, workshop, journaling and Etc.
- Maintain HIPAA/Privacy Certification with yearly updates.
- Follows policies and confidentiality rules and regulations to safeguard data and information.
- Utilize Work Flow for time keeping.
- Maintains records and reports.
- Follow all GSA rules/responsibilities to operate GSA Vehicle.

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires knowledge of a wide range of health related concepts, procedures and techniques used by service agencies for health care and treatment of the client.

EDUCATION AND EXPERIENCE:

- Graduate from a professional school of nursing which includes the study of community health nursing concepts.
- Nursing experience, minimum of five (5) years, one (1) of which is public health.
- Acceptable nursing programs include Bachelor of Science or higher degree programs in nursing, diploma programs and/or Associate degree in nursing.
- Must possess a current license to practice as a Registered Nurse in the State of Montana.
- Must possess a current Driver's License.
- Must possess current certification in CPR for adults, children and infant.

SPECIAL CONDITIONS:

- Must maintain all licenses; Montana State Nursing License and Driver's License.
- Must possess a valid State of Montana Driver's License and be eligible at ordinary cost for inclusion with the Tribal Master Insurance Plan.
- Must submit to a background check, which includes criminal and work history.
- Must submit to take a drug test prior to and during the period of employment.
- May be required to work beyond normal business hours with the possibility of frequent travel, sometimes during the nighttime and/or during inclement weather conditions.
- Must be able to assist clients and lift heavy supplies or equipment.
- Must perform detailed work accurately, efficiently and promptly
- Must have the skills to establish and maintain working relationships with co-workers

- Must have the ability to communicate with employees and public.
- Must be able to drive in inclement weather.
- Indian/Veteran Preference Policy applies.

***Immigrant Reform and Control Act requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.**

Review and approved: