



Bois Forte Band of Chippewa

5344 Lakeshore Drive § Nett Lake MN, 55772 § 218-757-3261/1-800-221-8129

LICENSED PRACTICAL NURSE

Position Description

| Opens: September 14, 2023 Closes: September 27, 2023 | | | |
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| Department: | Health & Human Services | Reports to (title): | Nursing Manager |
| Job Code: | N-12 | Job Location: | Bois Forte Health Services – Nett Lake & Vermilion, MN |
| Pay Range: | Min: \$19.13 Mid: \$23.91 Max: \$28.69 | Supervises: | None |
| Hours/week: | 40 | Classification: | Non-Exempt |
| Type of Position: | Full-Time | Effective Date: | 09/13/2023 |
| Indian Child Protection Background: | Yes | Revised Date: | 09/13/2023 |

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Licensed Practical Nurse assists providers and other clinical staff and works independently to assess physical issues, vital signs, medication adherence, and plan issues, as well as medical problems, including psychological issues of the patient, and functions in a multi-disciplinary work environment by performing the following duties.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Utilizes current department standards of practice and patient care standards when providing care.
2. Observes current risk management and infection control policies and coordinates patient care activities for optimal patient outcome and utilization of resources.
3. Assesses, documents, and prioritizes patient needs according to current policies and standards.
4. Participates in the development and documentation of the patient plan of care, based on patient assessment.
5. Participates in the departmental assessment of staffing, education needs, equipment, and supplies.
6. Participates in departmental quality assurance program in a continuous effort to improve and enhance delivery of safe and effective patient care.
7. Provide nursing services to patients of the Nett Lake and Vermilion Clinics.
8. Screen patients by obtaining vital signs, chief complaints and exam preparation as needed.

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9. Maintain and document in the MIIC Patients Vaccine Records.
10. Administer vaccines.
11. Maintain Clia certification for operations use of the lab testing equipment.
12. Audiology testing.
13. Pulmonary function testing, blood draws and labs.
14. Carry out the attending provider orders, to include immunizations, cleaning, and dressing wounds, etc.
15. Prepare surgical trays, assist provider, and maintain a sterile field as necessary.
16. Prepare or carry out a variety of diagnostic procedures such as: EKG, lab specimen collection, etc.
17. Maintain a clean and sterile environment by cleaning rooms and equipment after each patient uses it in order to prevent the spread of viruses and bacteria.
18. Provide patient care in a professional and empathetic manner.
19. Demonstrate sound judgment in handling medical emergencies and takes appropriate action in the best interest of the patient.
20. Make referrals to a variety of specialty providers as ordered by the attending provider.
21. Utilize the clinic's Electronic Health Record System for maximum efficiency and patient care.
22. Become familiar with and follow the policies and procedures of the medical clinic, lab, and pharmacy.
23. Available for a flexible schedule between the Nett Lake and Vermilion Clinics.
24. Other duties as assigned by Supervisor and within licensed scope of work.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Six months nursing experience. |
| Education: | <ul style="list-style-type: none">• Graduate of an accredited school of nursing program. |
| License/Certification: | <ul style="list-style-type: none">• Current Minnesota State license as a Licensed Practical Nurse.• BLS certification. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of nursing principles, practices and procedures pertaining to a wide variety of illnesses.• Practical knowledge and skills sufficient to comprehending diseases, patient care plans, usage of medical equipment and supplies for the purpose of providing nursing care to the patients.• Knowledge of Basic Life Support techniques for all emergency crisis response.• Knowledge of required and recommended vaccinations of children and adults and to skillfully administer them independently.• Knowledge of medication and appropriate doses and the skill to sufficiently administer and observe desired action or adverse reaction.• Knowledge and skill to identify physical and emotional needs of the patient and to react to the care appropriate to develop nursing care plans.• Knowledge and skill to recognize problems in outcomes and bring to the attention of the provider for immediate medical care. |

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- Knowledge and skill to recognize and deal with assorted human behavior in the patient(s) and family members to encounter a stressful situation.
- Knowledge and skill in phlebotomy techniques and blood tests such that appropriate blood work is completed and processed properly.
- Knowledge and skill of quality control procedures.
- Strong verbal and written communication skills, as well as interpersonal skills.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- One year nursing experience in a clinical setting.

WORK ENVIRONMENT

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| Work environment: | The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids. |
| Physical demands: | The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors. |
| Mental demands: | There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. |

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other

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federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.