



Bois Forte Band of Chippewa

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

FAMILY SPIRIT NURSE PROGRAM MANAGER

Position Description

Opens: November 20, 2023			
Closes: December 01, 2023			
Department:	Health & Human Services	Reports to (title):	Maternal Child Health Program Manager
Job Code:	E-16	Job Location:	Bois Forte Tribal Government Vermilion and Nett Lake, MN
Pay Range:	Min: \$65,678.32 (\$31.58) Mid: \$82,097.90 (\$39.47) Max: \$98,517.47 (\$47.36)	Supervises:	Family Spirit Coordinator Family Spirit Educator
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	11/17/2023
Indian Child Protection Background:	Yes	Revised Date:	11/17/2023

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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Family Spirit Nurse Program Manager is responsible for the provision of public health nursing services for the Bois Forte Band members and their families within the tri-county area for the purpose of promotion and maintenance of health and the prevention of disease and disability through the use of Family Spirit curriculum. Sites of service delivery include the home, school, office, clinic, vehicle, and community facilities. General duties and responsibilities include group and individual health counseling and education, grant data collection, data entry, all other grant responsibilities, third party billing, and collaboration with departments on tribal community events. The Family Spirit Nurse Program Manager practices within the Minnesota Nurse Practice Act and departmental policies, procedures and guidelines, and Bois Forte’s policy and procedures.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Specifically address the highest risk population by providing services, including pre-pregnancy family planning services, calculated to produce measurable decreases in infant mortality rates, instances of children with low birth weight and medical complications associated with pregnancy and childbirth, including infant mortality, low birth weight, and medical complications arising from chemical abuse by a mother during pregnancy.
2. Specifically target pregnant women whose age, medical condition, maternal history, or chemical abuse increases the likelihood of complications associated with pregnancy and childbirth, or the birth of a child with an illness, disability, or special medical needs.

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3. Specifically address the health needs of young children who have or are likely to have a chronic disease or disability or special medical needs, including physical, neurological, emotional, and developmental problems that arise from chemical abuse by a mother during pregnancy.
4. Provide family planning and preventative medical care for specifically identified target populations, such as minority and low-income teenagers, in a manner calculated to decrease the occurrence of inappropriate pregnancy and minimize the risk of complications associated with pregnancy and childbirth.
5. Specifically address the frequency and severity of childhood and adolescent health issues, including injuries in high-risk target populations by providing services calculated to produce measurable decreases in mortality and morbidity.
6. Obtain certification to deliver WIC services for eligible families.
7. Specifically address the prevention of child abuse and neglect, the reduction of juvenile delinquency, the promotion of positive parenting and resiliency in children, and the promotion of family health and economic sufficiency through:
 - A) Provision of home visiting services to families meeting high risk eligibility.
 - B) Implementation of evidence-based Family Spirit curriculum.
8. When providing home visiting services, assure that the family's record contains documentation that the family was enrolled in the federally funded Minnesota Family Investment Program or that the family had an income at or under 200 percent of the federal poverty guidelines and the family consisted of a pregnant woman and or a child under the age of 18 or under 19 if a full time secondary student and that all members of the family were either US citizens or eligible non-citizens. This documentation must be updated annually.
9. Manage the Evidence Based Home Visiting (EBHV) grant, to include grant reports, manage budgets, billing, etc.
10. Search for other grant opportunities
11. Supervise Family Spirit Coordinator and/or Family Spirit Educator in all aspects.
12. Transport clients must have reliable transportation.
13. Successfully complete Family Spirit Training and Supervisor's training within one year
14. develop and implement policy and procedures for program.
15. Case coordination with outside facilities.
16. Reapply for EBHV grant.
17. Work with clients across the lifespan.
18. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
19. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One to three years of similar or related experiences.• Experience working with grants and budgets, using a curriculum, and working with children and families. |
| Education: | <ul style="list-style-type: none">• AS Degree or currently enrolled at an accredited school and on track to graduate with an AS degree within 90 days of hire date. |
| License/Certification: | <ul style="list-style-type: none">• Valid RN Licensure in the state of Minnesota or obtained within 6 months of hire date.• Valid CPR or will obtain within 6 months.• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Willingness to accept philosophy and purpose of the organization.• Knowledge of confidentiality laws.• Personal qualities and ability to deal with clients, their families, and the public.• Knowledge of and ability to apply nursing principles and practices.• Supervisory knowledge and skills |

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- Knowledge of program fidelity
- Ability to exercise independent judgement.
- Ability to analyze and solve problems through critical thinking.
- Ability to manage time and prioritize tasks.
- Ability to professionally communicate with state and federal agencies.
- Ability to manage conflict.
- Ability to assemble, maintain records, and present data in report form.
- Knowledge of agency procedures.
- Ability to exercise independent judgement.
- 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.
- Ability to be credentialed for billing purposes under CMS.
- Has supervisory/managerial responsibilities.
- Work involves extensive personal contact with citizens, committee members, community leaders, business leaders, and internal managers.
- Distinct departmental or functional policies, criteria, and goals guide independent judgement.
- Problems encountered require a determinative mastery of techniques, practices, and theories gained through wide seasoning and/or specialized study and development.
- Would generally have budgetary responsibility.
- Very limited supervision and inspection of work.

PREFERRED QUALIFICATIONS

- Bachelor's degree in nursing, or on track to graduate with a BSN within 90 days of hire date.
- PH Licensure.

WORK ENVIRONMENT

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 bodily 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

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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 the 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 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 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 has 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.