



Bois Forte Band of Chippewa

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

LICENSED PRACTICAL NURSE- COMMUNITY HEALTH

Position Description

Opens: March 25, 2026

Closes: April 7, 2026

Department:	Health & Human Services	Reports to (title):	Public Health Nurse
Job Code:	N-12	Job Location:	Bois Forte Health Services- Nett Lake and Vermilion, MN
Pay Range:	Min: \$20.26 Mid: \$25.33 Max: \$30.39	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/26/2026
Indian Child Protection Background:	Yes	Revised Date:	01/26/2026

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 Community Health Licensed Practical Nurse (LPN) provides supportive nursing services in community and home-visit settings with a primary focus on medication setup, medication adherence support, and patient education. The LPN collects and documents patient data (including vital signs, symptom review, and observed changes in condition), implements provider orders and established plans of care within LPN scope of practice, reinforces education initiated by an RN or licensed provider, and reports findings to the supervising RN and/or provider to support ongoing care.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Conduct scheduled home and community visits to collect patient information, including vital signs, symptom updates, medication use, and environmental or safety observations.
2. Document and report observed changes in physical, emotional, or behavioral condition to the supervising RN and/or provider in a timely manner.
3. Implement components of the established plan of care and carry out provider orders within LPN scope of practice.
4. Provide care in a professional, culturally responsive, and empathetic manner.
5. Perform medication reconciliation by comparing medications present in the home with the electronic health record and available pharmacy or discharge information; identify and escalate discrepancies to the RN/provider.
6. Set up medications using pill planners or medication boxes by provider order and organizational policy.
7. Provide patient and caregiver education reinforcement regarding medication purpose, dosing schedule, common side effects, and actions to take if a dose is missed, using teach-back to confirm understanding.

Position Description

8. Monitor medication adherence, identify barriers (e.g., side effects, access, transportation, health literacy), and coordinate with pharmacies and the care team for refills or clarification.
9. Observe for adverse medication effects and report immediately to the supervising RN and/or provider according to protocol.
10. Reinforce RN/provider-initiated teaching related to chronic disease self-management (e.g., hypertension, diabetes, COPD, CHF).
11. Coach patients on the proper use of home monitoring devices (e.g., blood pressure cuffs, glucometers, pill organizers) and document understanding and technique.
12. Screen patients by obtaining vital signs, chief complaints, and visit preparation as needed.
13. Carry out provider orders including immunizations, simple wound care, specimen collection, and point-of-care testing within scope of practice.
14. Assist with referrals and follow-up coordination as directed by the RN/provider.
15. Utilize the clinic's Electronic Health Record (EHR) system to document services provided, data collected, education reinforced, and communications.
16. Become familiar with and follow policies and procedures of the medical clinic, lab, and pharmacy.
17. Follow infection control, safety, and risk-management policies in clinics, community, and home environments.
18. Demonstrate sound judgment and promptly seek RN/provider guidance for situations outside LPN scope.
19. Participate in quality improvement activities to enhance delivery of safe and effective patient care.
20. Maintain a flexible schedule between Nett Lake and Vermilion service locations.
21. As an employee of the Bois Forte Reservation, follow the Bois Forte Procurement Policy and other applicable requirements when obtaining goods or services.
22. Perform other duties as assigned by the Supervisor and within licensed scope of practice.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• New grads are welcome to apply. |
| 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 practical nursing principles and supportive patient care within Minnesota LPN scope of practice.• Knowledge of medications, common dosing schedules, side effects, contraindications, and safe medication setup practices using pill planners or medication boxes.• Knowledge of infection prevention, safety practices, and risk awareness in clinic, community, and home-visit environments.• Knowledge of cultural humility principles and respectful care within Tribal and community health settings.• Skill in collecting focused patient data (vital signs, symptom updates, observed changes in condition) and accurately reporting findings to an RN or licensed provider.• Skill in safely organizing and setting up medications per provider orders and organizational policy.• Skill in providing patient and caregiver education reinforcement using clear communication and teach-back methods.• Skill in accurate, timely, and objective documentation within electronic health record (EHR) systems.• Skill in verbal and written communication with patients, caregivers, and interdisciplinary care team members.• Ability to recognize changes in patient condition and promptly seek appropriate RN or provider guidance. |

Position Description

- Ability to work independently during home and community visits while remaining within LPN scope of practice.
- Ability to build trust and rapport with patients and families from diverse backgrounds.
- Ability to organize workload, manage time effectively, and prioritize patient safety.
- Ability to maintain confidentiality and adhere to all applicable policies, procedures, and professional standards.
- 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 or homecare setting.

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 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 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.

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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/employment 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.