



# Bois Forte Band of Chippewa

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

## NURSING MANAGER

### *Position Description*

**Opens: July 27, 2026**

**Closes: August 10, 2026**

|                                            |                                                                                         |                            |                                                                                                |
|--------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------|
| <b>Department:</b>                         | Health & Human Services                                                                 | <b>Reports to (title):</b> | Clinic Administrator                                                                           |
| <b>Job Code:</b>                           | E-17                                                                                    | <b>Job Location:</b>       | Bois Forte Health Services- Nett Lake and Vermilion, MN                                        |
| <b>Pay Range:</b>                          | Min: \$75,129.60 (\$36.12)<br>Mid: \$93,932.80 (\$45.16)<br>Max: \$112,694.40 (\$54.18) | <b>Supervises:</b>         | Registered Nurse<br>Certified Diabetes Care & Education Specialist<br>Licensed Practical Nurse |
| <b>Hours/week:</b>                         | 40                                                                                      | <b>Classification:</b>     | Exempt                                                                                         |
| <b>Type of Position:</b>                   | Full-Time                                                                               | <b>Effective Date:</b>     | 02/24/2026                                                                                     |
| <b>Indian Child Protection Background:</b> | Yes                                                                                     | <b>Revised:</b>            | 02/24/2026                                                                                     |

### 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 Nursing manager organizes, coordinates, and directs the work of the nursing staff to ensure that quality standards are met and that effective nursing services are given.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Collaborate with nursing staff, interdisciplinary teams, and executive officers in the development, implementation and evaluation of programs and services.
2. Delegate responsibilities appropriate to licensure, education and experience of nursing staff.
3. Develop and implement standards of practice that guide practice improvement initiatives; implement National Nursing Standards.
4. Evaluate staff competency, by direct observation, peer review, and employee input, documenting this in the appropriate system.
5. Create goals and objectives for department and ensure they are met by staff.
6. Observe and assess patient condition with consideration for age specific attributes (i.e. infants, children, adolescent, adult and geriatric) and discuss significant changes with attending Physician, records initial assessment data and assessment data on the automated Electronic Health Record system.
7. Record and evaluate patient vital signs, takes initial history and records it in the patient's chart, and maintains accurate records.

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8. Provide comprehensive nursing care to patients based on the providers prescribed medical plans; assists providers with examinations and procedures.
9. Coordinate health care needs through the use of all health care disciplines to meet identified patient care needs; coordinate ancillary services as needed.
10. Ensure availability and operation of necessary equipment and supplies for patients.
11. Assist in maintaining a clean and safe work environment at all times.
12. Develop and reviews Policies and Procedures for the nursing staff and clinic, and updates as necessary.
13. Provide patient care in the assigned areas of documented competence.
14. Provide nursing care to meet the physical, emotional, mental, spiritual, and socio-cultural needs of all patients and families; provide healthcare counseling and education.
15. Prepare patients for tests, examinations and treatments prescribed by providers; administers medication to patients as prescribed by provider.
16. Prepare and reviews records, laboratory data sheets, etc.
17. Assist in the overall provision and administration of services, including policy definition, implementation, and enforcement.
18. Maintain contacts with local, State and Federal agencies to keep informed of changes in health care delivery and maintains nursing services in accordance with State and Federal standards.
19. Evaluate the nursing staff, as needed, to meet the functions of the clinic, such as annual performance or disciplinary action based on professional practice standards and professional/practice development.
20. Operate within an approved budget.
21. Triage patient concerns and needs telephonically and/or computer-based communication.
22. Assist providers in reviewing and completing routine medication refills, prescription monitoring program, as well as case management.
23. Alternate working at both clinic sites accordingly.
24. 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.
25. Perform other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience:                                                      | <ul style="list-style-type: none"> <li>Eight to ten years of recent relevant and demonstrated progressive leadership experience as a Nurse Manager or other relevant supervisory experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Education:                                                       | <ul style="list-style-type: none"> <li>Bachelor of Science in Nursing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| License/Certification:                                           | <ul style="list-style-type: none"> <li>License from the State of Minnesota as a Registered Nurse</li> <li>Current, active, and unrestricted Nursing license in the State of Minnesota.</li> <li>Current CPR certification or ability to obtain within 6 months.</li> <li>Valid Minnesota Driver's License.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"> <li>Thorough knowledge of principles and practices of personnel management, including planning and organizing work, delegating authority, motivating subordinates, appraising performance and administering discipline.</li> <li>Thorough knowledge of principles and practices of nursing that optimize patient care; principles of nursing administration and organization; patient care standards, mandated by regulatory agencies; and acute care hospital policies, procedures, and routines.</li> <li>Understanding of laws and regulations governing hospital operations, nursing practices, administering, and accounting for medication, consents for treatment and related matters, such as Title 22 of the General Acute Care Hospital Regulations and the Joint Commission on Accreditation of Hospitals (JCAHO), and the Nurse Practice Act.</li> <li>The ability to manage and supervise the work of others, directly and through subordinate managers.</li> <li>The ability to lead and motivate others.</li> </ul> |

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- Understanding of how to appraise performance, counsel and train employees, and develop and implement disciplinary actions.
- Knowledge of how to evaluate the quality and effectiveness of nursing and related services in order to make necessary improvements. May be required to obtain additional certifications or trainings in one or specialty areas, including x-ray certification.
- The ability to understand, interpret and apply laws, rules, regulations, and policies related to nursing and hospital administration.
- The ability to collect, interpret and evaluate narrative and statistical data pertaining to administrative, fiscal management and clinical nursing matters.
- The skills necessary to prepare complex reports, memos and other written materials and presentations.
- Strong organizational and interpersonal skills; The ability to establish and maintain cooperative working relationships with others, including physicians, nurses, administrators, managers, vendors, contractors, and other health care personnel.
- Effective communication skills, both oral and written and the ability to communicate clearly and concisely, present findings, recommendations and policies before boards, commissions, and/or committees.
- The ability to handle difficult situations involving patients, physicians, or others, in a professional manner.
- The ability to determine appropriate courses of action in complex or stressful situations.
- The ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- The ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- The ability to maintain confidentiality of medical, financial, and legal information.
- Knowledge and skills to provide care to all ranges of patients served.
- Knowledge of the principles of growth and development over life span and possess the ability to assess data reflective of patient's status and interpret patient information relative to his/her age specific needs. Ability to provide the care needed as described in the nursing department's policies and procedures manual.
- Knowledge of professional nursing theory and practices through completion of professional nursing education programs and supplemented by years of professional nursing experience which permits the incumbent to perform professional nursing duties with minimal supervision.
- Ability to recognize adverse signs and symptoms and react swiftly in emergency situations.
- Ability and knowledge of pharmaceutical, their desired effects, side effects, and complications of their use.
- Skills to efficiently operate specialized medical equipment such as resuscitators, oxygen equipment, cardiac monitoring devices, defibrillators, pulse oximeters, nebulizers, electrocardiograph machines, etc.
- Alertness and skills necessary in providing care and to act appropriately to emergency situations such as treatment of accident victims.
- Knowledge of a wide variety of medical disorders, such as general surgery, orthopedic and gynecological; normal course of diseases anticipated complications and indicated therapeutic interventions.
- Comprehensive knowledge of Clinical/Medical staff by-laws, rules and regulations and comply with all requirements for appointments and must be credentialed and privileged in accordance with SCAHC medical staff by-laws.
- Knowledge of Clinical policies and procedures.
- Familiarity with the mandatory reporting requirements under the Indian Child Protection Act, with regards to suspected incidence of child abuse or child neglect.

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- Ability to attend continuing education classes to maintain licensure and to meet the needs of the job.
- High-level of customer service skills to establish and enhance positive relationships with patients, co-workers, and others.
- 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

- None.

### 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 |

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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/employment](http://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](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**