



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION DESCRIPTION

POSITION:	Fill In Registered Nurse	POSTING DATE:	8-26-21
LOCATION:	Stockbridge-Munsee Health Center	CLOSING DATE:	Until Filled
SALARY:	Negotiable Non exempt	PAY GRADE:	6

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES:

Provides professional nursing care in an outpatient clinic by following established standards and practices Supports and contributes to the mission, philosophy, policies, and objectives of the Stockbridge-Munsee Health Center. The Registered Nurse will work under the supervision of the Ambulatory Nurse Manager.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.

DUTIES:

1. Performs initial patient assessment and ongoing assessments with subsequent visits for purpose of identifying needs and prioritizing problems. Assesses, plans and implements.
2. Room patients and obtain vital signs, chief complaint and telephone number.
3. Review current medication, problem list and allergies of all scheduled patients.
4. Administer prescribed medications and treatments according to approved procedures.
5. Utilize the nursing process to develop patient plans of care according to approved standards of practice.
6. Schedule patient appointments, pre-order labs and follow-up on referrals as needed.
7. Set up and assist medical providers during examinations and procedures.
8. Maintain complete and accurate medical records appropriately (use concise terms, correct terminology, and approved abbreviations, initiate appropriate billing, etc.)
9. Maintain knowledge of organizational policies, regulations and procedures to administer patient care within the nursing scope of practice.
10. Assess monitor and evaluates the quality of care being provided at SMHWC in collaboration with the Nurse Manager while maintaining up-to-date concepts for patient care.
11. Assess and identify the learning needs of patients and families in order to implement effective teaching methods that facilitate their learning needs for the purpose of explaining the preparation of tests and exams, the disease process and appropriate pharmacological interventions. Teaching methods need to be accurate, specific, and appropriate to patients' need and diagnosis.
12. Assist others to implement appropriate teaching methods as well.
13. Establish and maintain effective working relationships with patients, medical staff and the public to promote efficient and quality patient care.
14. Fill-in triage line as needed.
15. Maintain licensure, BLS (Basic Life Support) certification.



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16. Plan and maintain own continuous professional and technical knowledge and growth through participation in professional, educational, and technical programs pertinent to area of interest
17. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
18. Coordinates the Stockbridge-Munsee Health Center Nursing Department services and activities with the Ambulatory Nurse Manager.
19. Make appointments with outside providers as needed.
20. Must maintain an acceptable departmental attendance record.
21. Must be reliable and prompt when reporting to work.
22. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
23. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
24. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Graduate of a professional accredited nursing school is required.
2. Must hold a license to practice professional nursing in the State of Wisconsin or be able to obtain 30 days from hire.
3. Minimum of one (1) year clinical or hospital experience is preferred.
4. Basic life support certification required or able to obtain 30 days from hire.
5. Experience with electronic health record systems is preferred.
6. Knowledge of professional nursing theory and practice to give and evaluate patient care.
7. Knowledge of medical equipment and instruments to administer patient care.
8. Skill in identifying problems and recommending solutions.
9. Ability to assess specific age-related needs of patients.
10. Ability to react calmly and effectively in emergency situations.
11. Able to demonstrate ability to utilize safe and proper lifting techniques.
12. Must be able to adhere to strict confidentiality in all matters.
13. Must be knowledgeable of the Health Insurance Portability and Accountability Act (HIPAA).
14. Ability to communicate efficiently and effectively both verbally and in writing.
15. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
16. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
17. Must be willing to attend all applicable training.
18. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. Must be eligible for coverage under the employer's liability insurance.
20. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
21. Must be able to meet physical requirements of position.
22. Must abide by departmental and organizational safety, testing, and uniform guidelines.



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SPECIAL QUALIFICATIONS:

This job is deemed a possible high stress position applicants are also required to meet the following qualifications:

1. Ability to work well under pressure.
2. Work with little or no supervision once the duties are all learned.
3. Ability to multi-task effectively.
4. Ability to take direction and instruction from a variety of people.
5. Have good telephone manners and patience with clients wishing to schedule an appointment, asking for records, or setting up orders and referrals.
6. Requires potential exposure to communicable disease or body fluids.
7. Must be able to utilize all senses including vision, hearing, smell and touch to obtain patient data.

SUBMIT APPLICATION TO:

Human Resources
Stockbridge-Munsee Community
N8705 Moh He Con Nuck Road
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revised Position: 10-24-00

Tribal Council Approved: 11-7-00



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