



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: Maternal Child Health Nurse
LOCATION: S/M Community
SALARY: Negotiable

POSTING DATE: 9-21-22
CLOSING DATE: Until Filled
PAYGRADE: 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: The Maternal Child Health Nurse provides and coordinates a comprehensive inter-disciplinary service plan for perinatal women, infants and children ages birth to two years old.

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.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

DUTIES:

1. Establish a referral system to identify pregnant women and their families to be enrolled in the Maternal Child Health Program.
2. Within the PNCC program: provide prenatal, postpartum, and infant assessments; develop care plan, provide initial education, and meet with participants to review and update care plan, at least monthly.
3. Act as case manager for perinatal mothers and infants. Provide direction and conduct more frequent contacts with high-risk families. These services would include: home and clinic visits, needs assessment, educational support in several areas including psycho-social, physical, and nutritional.
4. Coordinates care with Health Care Providers. Coordinates staff development regarding Maternal Child Health issues and programs.
5. Provides patient education for a healthy pregnancy and child development.
6. Perform ASQ testing at intervals as recommended by grantor programs and American Academy of Pediatrics.
7. Promotes and supports breastfeeding as a support system by counseling and offering supportive techniques to help clients be successful with lactation.
8. Provides general nursing duties for OB providers in medical clinic.
9. Administer immunizations per ACIP guidelines.
10. Submits billing for reimbursable services.



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

11. Must follow objectives for Maternal Child Health grants and complete reports as directed.
12. Conducts teen pregnancy prevention education for youth.
13. Must maintain an acceptable departmental attendance record.
14. Must be reliable and prompt when reporting to work.
15. Provides guidance and supervision to support staff (CHW/ CHR/ CNA)
16. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
18. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
19. 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. Bachelor Degree in Nursing from a program accredited by the National League of Nursing preferred. An Associate degree in Nursing is required. Consideration will be given to Graduate Nurses with the stipulation that Wisconsin state registered nurse licensure be obtained within 180 days of hire.
2. Must hold a license to practice professional nursing in the State of Wisconsin.
3. Two years of Maternal Child Health Nursing or home visiting preferred.
4. Must hold a Certified Lactation Consultant, or able to gain certification within 6 months.
5. HealthCare Provider CPR required.
6. Experience with electronic health record systems is preferred
7. Knowledge of professional nursing theory and practice to ~~give and~~ evaluate and enhance patient care.
8. Must adhere to strict confidentiality.
9. Must demonstrate excellent verbal and written skills.
10. Must be willing to attend all applicable training.
11. 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.
12. Must be eligible for coverage under the employer's liability insurance.
13. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
14. Must be able to meet physical requirements of position.
15. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate



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

a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.

16. Must abide by departmental and organizational safety, testing, and uniform guidelines.
17. 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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
W12635 Cty A
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.

New Position:
Revised Position:

Tribal Council Approved:
Tribal Council Approved:8-16-22