

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Community/Public Health Nurse Program Manager

Department: Health and Wellness Center

Hourly Rate: Negotiable

Full Time: 40Hrs/Week

Exempt: Yes/Salary

Supervisor: Medical Director

Posting Date: In-House

Opens: July 3, 2024

Closes: July 9, 2024, at 4:30 pm

Posting Date: Public

Opens: July 11, 2024

Closes: July 25, 2024, at 4:30 pm



Summary: The BRHWC Community Public Health Nurse – Program Manager develops and provides a broad range of tribal community health nursing services. The Community Health Nurse Program Manager shall oversee the provision of direct patient care and treatment, promotion of good hygiene and health, and education of preventive and rehabilitative health care. Programs include health care treatment and referral, immunizations, prenatal care, family planning, nutrition education, and counseling, monitoring communicable diseases, and has overall responsibility for coordinating, planning, and evaluating within various public health programs.

The Community Health Nurse Program Manager oversees the provision of health services within well-defined programs and in community or clinical settings. Incumbents provide direct supervision to professional and paraprofessional health care personnel. The Community/Public Health Nurse – Program Manager serves as a member of the Health Management Team and assists the Medical Director and Clinic Administration in providing direct supervision and consultation in the operation of community health services, CDC guidelines, various grants, and infection control. The Community Public Health Nurse – Program Manager will have a direct report into the Medical Director on a day-to-day basis involving non-medical and medical/clinical matters.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Participates in primary care teams and serves patients by visiting homes, determining patient and family needs; assists with the development of health care plans, providing nursing services under the direction of provider orders.
- Coordinating assessment, planning, and providing of needed health and related services.
- Provides health information by instructing family in care and rehabilitation of the patient, while maintaining health and prevention of disease for family members.
- Responsible for communicable disease reporting via Wisconsin Electronic Disease Surveillance System (WEDSS).
- Provides public health information and education via social media and other electronic media (i.e., Facebook, website, newsletter).
- Safeguards health of children by participating in child health conferences, school health providing group instruction for parents; conducting immunization programs
- Coordinate the immunization program including management of the Wisconsin Immunization Registry (WIR), state grant, and immunization clinics.
- Develops/implements policies and procedures for a comprehensive Tribal Community Health Nursing Program.
- Develops and implements the Tribe's CHN Quality Assurance program.
- Maintain strict confidentiality and safeguard the privacy of patients in common areas.
- Alert administration and/or Health Center staff to problems and difficulties, as circumstances may warrant.
- Advance job knowledge and skills through continuing education efforts with the approval of the Health Center Administration.
- Attend staff and other meetings, in-services, and other events as directed by the supervisor.
- Conducts epidemiological surveys, field investigations, research studies, and community assessments to appraise health needs.
- Plans, implements, and maintains appropriate health programs and services based upon data collected. which identify health needs and determine community health nursing priorities.

- Coordinates efforts with Tribal Health Programs, BRHWC Medical Clinic staff, County Health Services, IHS, the State Health Department, CDC, and other community agencies to provide an optimal level of health services and continuity of patient care.
- Provides skilled nursing to individuals and families through administering treatment, medications, and rehabilitative activities.
- Assists in providing health education and workshops to young parents in the community on a one-to-one and group basis.
- Assists in setting up immunization clinics within the community. Informs those who need immunizations of their importance, schedules appointments for immunizations, and refers to the FNP or CHN as needed.
- Prepares and submits required monthly reports to, Clinic Administrator, and Health Board.
- Develops treatment and intervention plans based on healthcare assessments.
- Instructs families on patient care and promoting healthy lifestyles.
- Coordinate treatment, convalescence, and rehabilitation plans with other healthcare providers.
- Provides maternity and childcare guidance as well as facilitates interventions when required.
- Conducts immunization programs as well as promotes disease prevention and control measures.
- Inventories and replenishes medical supplies as well as maintain medical equipment with the Community Health Department.
- Updates and maintains patient files and medical records with adherence to patient privacy under HIPAA and or 42 CFR Part II (substance abuse treatment).
- Participates in health education initiatives, required CEU's and keeps abreast of advancements in the field of public health.
- Must be available to work evenings and weekends as the job demands.
- Other duties as assigned

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- A Registered Nurse with a BSN from an institution accredited by NLN is required.
- Must possess current RN license in the State of Wisconsin or have reciprocity with Wisconsin if licensed in another state.
- Two years of supervisory experience.
- Two to four years' previous experience in nutrition, health, and wellness is preferred.
- Advanced Public Health Nurse – Board Certified (APHN-BC) preferred.

Other Skills and Abilities:

Required:

- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.
- Knowledge and experience with computers, word-processing software, general office procedures, and experience with electronic health records.
- Must maintain strict confidentiality following the Privacy Act and HIPAA and within compliance of standards as identified and directed by the BRHWC Privacy and HIPAA Security Officer.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Proficiency in electronic health record management systems, such as RPMS, Epic, Cerner. WEDS/PCA portal, etc.
- Ability to communicate with families of patients regarding the care and recovery of the patient and educate families on the prevention of disease and making positive strides towards health.
- Provides educational resources on subjects such as home nursing, maternity, and pediatric care, and basic individual and family well-being.
- Excellent presentation skills.
- Ability to establish and maintain effective working relationships with a variety of individuals and groups, within and the surrounding areas of the Bad River Community.
- Provides instruction to parents of young children regarding public health and immunizations.
- Cooperates with families to monitor the recovery of ill or injured individuals and work with community resources and medical providers to improve outcomes when necessary.

- Advanced ability to educate patients and their families on healthcare and disease prevention.
- Exceptional interpersonal and written skills to advise patients and their families.

Reasoning Ability:

- Extensive experience in assessing and treating patients and coordinating interventions.
- Dependable and self-motivated with the ability to work independently and with little or no supervision.
- Keeps abreast of pediatric health standards and school health issues by attending conferences and reading professional literature.
- Monitors and assesses medical systems by tracking progress and health results in patients.
- Ability to maintain supply inventories, travel extensively, and perform regular vehicle maintenance checks.
- In-depth knowledge of best practices in public healthcare and advancements in the field.
- Recommends that changes be made when necessary to improve the effectiveness, efficiency, or safety of basic operations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting to 50lbs and/or carrying for short distances.

Cultural Sensitivity:

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov