

**NORTHERN CHEYENE TRIBE  
BOARD OF HEALTH**

**POSITION:** Public Health Nurse - 3 positions

**SALARY:** \$32.00 per hour or DOE

**DEPARTMENT:** PHN Nursing

**ACCOUNTABLE TO:** Public Health Nursing Supervisor

**OPENING DATE:** November 15, 2021

**CLOSING DATE:** November 29, 2021 @ 4pm

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email of fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** This position attends to the needs of the community as directed by the Public Health Nursing Supervisor.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs technical and medical duties in provision of health care, prevention of diseases, promotion and maintenance of health for individuals, families, schools and communities. Position is frequently exposed to communicable diseases and infectious body fluids requiring adherence to practices of precaution and safety. Must carefully follow procedures as consequence or error could be detrimental to life. Deals with sensitive information and adheres to strict standards of confidentiality. Requires filed activity commuting in all types of weather and road conditions. Lifting, moving and carrying are necessary to assist disabled patients and involves standing, bending and walking within schools, clinics and homes.

**Personal Contacts:** Daily contact with individual patients, families in their homes and clinic setting, school officials, nursing and medical staff, CHR's, social workers, mental health staff, health educator, environmental health personnel, and other health services organizations.

**Supervisor:** Receives direction and assignment of duties from the Public/Community Health Nursing Supervisor. Follows written policies and procedures for all nursing activities.

**Essential Functions:** This position requires ability to use medical screening equipment; perform required nursing procedures as stated in written policies and procedures; communicate orally and in

writing; read written material; travel to client's homes, schools and the community; lift children; assist patients and demonstrates good judgment.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Planned schedules, visits are made to residences and schools determine the time to adjust schedules according to community, individuals and/or family needs.
- Provides nursing care to individual families and groups including measures designed to promote wellness, prevent complications and minimize disabilities.
- Instructs patients and families in techniques of positive health measures. Counseling patients and families in understanding, accepting and adjusting to the implications and responsibilities of medical care, diagnosis and treatment.
- Maintains accurate records, enters reports in EHR (Electronic Health Record). Reviews records, reports and the nursing program for purpose of quality assurance for the assigned area.
- Participates as a member of the community orientated primary care team in defining policy and developing the total care plan for patients. Collaborates and coordinates programs with other health other health care providers.
- Performs other related duties as required or assigned.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a working knowledge of teaching techniques and methods; health laws; prevention and control of communicable diseases; comprehensive health programs; professional community health nursing principles, practices and procedures; the norms and customs of the ethnic groups within the area; drugs, biological and desired treatment effects; chronic health problems; available community resources; quality assurance and evaluations process; and statistical interpretation.

**Skills:** This position requires skills in the use of computer software, medical equipment and instruments and medical screening and evaluation equipment. Requires therapeutic nursing care; nursing procedures; physical and psychosocial assessments.

**Abilities:** This position requires the ability to: communicate effectively, orally and in writing; follow verbal and written instructions; make physical and psychosocial assessments of communities, families and individuals; plan and implement therapeutic nursing care plans based assessments; manage chronic health problems; provide counseling in health care; teach and demonstrate disease prevention procedures; be self-motivated and well organized; follow safety procedures; establish effective working relationship with fellow employees, supervisors and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor of Science in nursing preferred, however an associate degree is acceptable

- Minimum of 3 years of generalized registered nursing experience, or two years in the area of community/home health.
- Must be a Certified State of Montana Nurse
- CPR and First Aide Certified.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the patients and public.
- Observes work schedule and demonstrates punctuality.
- Adheres to strict standards of confidentiality.
- Conducts continuing-education efforts for department staff.
- Continually upgrades knowledge in community health fields.
- Coordinates activities and referrals with other agencies, physicians, hospitals and nursing homes.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled member of the Northern Cheyenne Tribe.