

# NORTHERN CHEYENNETRIBE BOARD OF HEALTH

**POSITION:** Public Health Nurse

**SALARY:** DOE

**DEPARTMENT:** Public Health Nursing

**ACCOUNTABLE TO:** Director of Public Health Nursing

**OPENS:** August 10, 2023

**CLOSES:** Open Until Filled

**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

**\*\*Cover Letter noting education and experience highly recommended\*\***

**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 or 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. This 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** field 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, CHRs, social workers, mental health staff, health educator, environmental health personnel and other health service organizations.

**Supervisor:** Receives direction and assignment of duties from the Director of Public Health Nursing. 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 clients homes, schools, and the community; lift children; assist patients and demonstrate good judgment.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Planned schedules, visits are made to residences and schools to 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 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 procedure; 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 a 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 relationships with fellow employees, supervisors, and the public.

### **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 hours and demonstrates punctuality.
- Adheres to strict standards of confidentiality.
- Conducts continuing-education efforts for department staff.
- Continually upgrades knowledge of community health field.
- 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 members of the Northern Cheyenne Tribe.

### **EDUCATION AND EXPERIENCE:**

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

- Bachelors of Science in nursing **preferred**, Associate's Degree **acceptable if** continuing education for BSN.
- Minimum of **3** years of generalized registered nursing experience, or 2 years in the area of community/home health.