

NORTHERN CHEYENNE TRIBE TRIBAL BOARD OF HEALTH

POSITION: THIP Registered Nurse RN – 1 position

SALARY: \$32.00 - \$34.00 per hour

DEPARTMENT: Tribal Health Improvement Program (T-HIP)

ACCOUNTABLE TO: Director of T-HIP

CLASSIFICATION: Regular Full-time – Exempt

OPENING DATE: October 19, 2023

CLOSING DATE: **Open Until Filled**

How to Apply:

1. Submit a completed Northern Cheyenne Tribe Application.
2. Resume – Current and up to date.
3. (3) current references letters within 1 year (one must be from past/present/employers).
4. Copies of credentials pertaining to position
5. Certified copy of transcripts showing date of Graduation.
6. RN Degree **required**; BS/BSN **preferred**.
7. Provide a current Montana Registered Nurse License that has no restrictions.
8. If claiming Tribal Preference, a Tribal I.D. or Tribal Certification.
9. If claiming Veterans Preference, a copy of your DD214.
10. Current copy of State of Montana Driver's License.
11. Applicant must have clean driving record and is insurable.
12. Minimum of (3) years of clinical nursing experience in an outpatient setting required or (3) years' experience coaching individuals with complex and/or chronic conditions
13. Prior care coordination in community or primary care setting highly preferred
14. Must obtain CPR certification within ninety (90) days.

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)

POSITION DESCRIPTION:

This position is to serve as a member of the T-HIP nursing team. The team will utilize clinical practices, including planning and arranging the delivery of home, school, and community services in order to maintain continuity of comprehensive care. Utilize managed care techniques with special emphasis on nursing care, case management and clinical reviews that promotes efficient and effective use of health care resources by focusing on the patient and family to provide a seamless continuum of care. The THIP Registered Nurse ensures T-HIP members receive quality patient care to achieve desired outcomes.

JOB CHARACTERISTICS:

Nature of Work: Provides care coordination services in Tier 1, which is the core base building block for the Tribal Health Improvement Program, serving eligible members identified by the DPHHS as high cost or high risk. Works towards implementation of Tiers 2 and 3, which are health promotions disease preventions programs targeted to a larger population.

Personal contacts: Personal contacts are with designated patients and family members, and care team including I.H.S. clinicians, NCTBH providers, and NCTBH programs both clinical and non-clinical. A wide range of contacts with outside agencies and consultants.

Supervision Received and Controls: The THIP Registered Nurse will work under the direction of the T-HIP Director and receive direction from the Medical Director. The THIP Registered Nurse will plan, schedule and carry out nursing care and handle problems and deviations independently in accordance with previous training, instructions, policies, accepted nursing care practices and the assigned patient care plans. Emergencies or unusual problems are reported to the supervisor as appropriate. The THIP Registered Nurse is responsible for overseeing patient care and ensuring adherence to policies and procedures. He/she will also work closely with the THIP Care Coordinators, help to train new T-HIP staff, and work with the T-HIP drivers, and other T-HIP team members.

Essential Functions: This position involves the understanding of the patient care plan and medical history, the nature of illnesses or diseases, and the standards established by the nursing care team. The work comprises a segment of the nursing care program. The work affects the attitude of patient's and accuracy and acceptability.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

- Ability to provide and implement plan of care based on the nursing process and standards of care as follows; including but not limited to:
- Assess acute and chronic condition including physical, psycho-social, and educational needs as it pertains to patients located in the service area.
- Observe and assess patient conditions: recognize, identify and interpret serious situations and immediately decide proper action.
- Educate and assist with the Covid-19 pandemic.
- Must administer and assist with vaccinations as needed
- Perform Head to Toe assessment and evaluate consistent patient standards of care.
- Plan and modify nursing care as needed. Administer therapeutic measures as prescribed by a physician.
- Implement a plan of care in coordination with the patient, primary care provider, and family/care giver(s) utilizing clinical quality indicators for all patients as indicated by the patient's condition, age, and medical history. Develop age specific standard of care and include problems, expected outcomes (patient standard of care), deadlines, and interventions/plans of action, therapeutic measures, and nursing interventions for all patients.
- Maintain an up-to-date and accurate electronic health record in Daphne by documenting nursing intervention for patient care (assessment, evaluation, and/or observations) to ensure on-going and continued quality of care, in accordance with the evidence-based practice. This is done promptly and appropriately.
- Regularly evaluates plans of care with patients, providers, and care team as needed, develops mutually agreed upon goals, and provide patient/family education and behavior change coaching
- Engages patients to take an active role in maintaining and/or improving their physical and mental health
- Develops plan of care for hospital transitions in order to identify factors to decrease the likelihood of readmission
- Ensures case management is implemented and managed to improve continuity and quality of care
- Provide health education in 1:1 or group setting as needed e.g. diet, exercise, diabetes, arthritis across the reservation.
- Refers patients to a variety of resources, including but not limited to, nutrition, social work, behavioral specialist, diabetes education.
- Provide chronic disease management and wellness, using evidenced based strategies (physical activity, health eating, nutrition wellness).
- Taking special care regarding Covid-19 pandemic protocols. Distribution of PPE to clients and employees. Work with tribal Incident Command team as needed.
- Contacts patients who utilize Emergency Room (ER), Urgent Care, or have been hospitalized to determine the reason for the visit or hospitalization and works with patient to develop a plan to avoid those facilities.
- Coordinates care for complex cases or those patients seeing multiple specialists.
- Other duties or special projects as assigned

JOB REQUIREMENTS

Knowledge: Must have the knowledge and skill sufficient to serve on a multi-disciplinary team. The nursing care assignments involve an understanding of/and systematic review and systematic analysis of the patient's medical/nursing history and nursing care plan so that nursing care is tailored to the patient's needs.

Skills: This position requires proficiency and have a strong working knowledge of electronic health records systems, clinical software and Microsoft Office applications. Must provide great customer service skills.

Abilities: Ability to successfully function in a fast paced, service-oriented environment under limited supervision. Experience in understanding and usage of computers as well as the ability to learn applications relevant to the position. Must be in good physical condition and be able to lift at least 10 lbs. and assist patients.

Work Environment

Indoor, office/community setting; travel to various tribal communities and schools to provide services. The work environment involves everyday risks or discomforts that require normal safety precautions. There is common exposure to contagious disease, blood and body fluids. There is some degree of risk present in working with violent or emotionally disturbed clients or substance abusers.

EDUCATION AND EXPERIENCE:

- RN Degree **required**; BS/BSN preferred
- Must have current Montana Driver's License. Proof of insurability, clean driving record.
- Current MT RN license
- Minimum of (3) years of clinical nursing experience in an outpatient setting required or (3) years' experience coaching individuals with complex and/or chronic conditions
- Prior care coordination in community or primary care setting highly preferred
- Must obtain CPR certification within ninety (90) days.