JOB DESCRIPTION

POSITION: Family Nurse Practitioner or Physician Assistant

LOCATION: Red Cliff Community Health Center

SALARY: Negotiable depending upon qualifications

**THIS IS A REGULAR FULL-TIME EXEMPT POSITION**

SUPERVISOR(S): Health Center Administrator and Medical Director

**JOB SUMMARY:** The Family Nurse Practitioner or Physician Assistant is located in the Red Cliff Community Health Center and is part of the Family Practice team. The Medical Program provides ambulatory care to the Native American population on the reservation and those from the surrounding communities. This position will work fairly independently, with supervision and direction from the Medical Director-Physician and Health Center Administration within a team based model to provide patient and family centered medical care.

**DUTIES AND RESPONSIBILITIES:**

**PRIMARY HEALTH CARE:**
1. Systematically assesses, identifies and initiates therapeutic management of chronic illnesses and medical conditions in all age groups.
2. Systematically assesses, identifies and initiates therapeutic management of acute illnesses or injuries of pediatric and adult patients.
3. Examines the patient and conducts diagnostic tests to discern the cause and nature of the illness, disease, disorder, or injury.
4. Analyzes the results of examinations and tests to determine possible treatment methods, than explain the options to patients and their parents.
5. Monitors patients’ condition and progress and re-evaluate treatments as necessary.
6. Performs regular checkups to monitor patients’ health, records and assesses growth rates and other physical-development indicators in the pediatric population.
7. Monitors adherence to medical and nursing directives for stabilized chronically ill persons.
8. Performs or requests special screening and diagnostic procedures and interprets results.

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9. Provides education to patients and families dealing with acute problems, chronic conditions, and teach healthy lifestyles.
10. Make health care decisions based on currently accepted medical and nursing science and the patient’s particular situational, family and cultural determinants.
11. Follows established protocols for therapeutic care under the direction of the clinic medical director.
12. Uses physician consultation and refers clients with health problems which are beyond the scope of the Family Nurse Practitioner’s/Physician Assistant practice.
13. Documents patient care activities and maintains patient medical records in accord with clinic policy, sound professional practice and state and federal laws.
14. Prescribes medications according to medical indication and necessity and in accordance with RCCHC policies and procedures.
15. Administers immunizations per best practice to prevent illnesses commonly experienced by children.
16. Provides treatment and/or procedures within accepted medical standards and facility capability.
17. Meets responsibilities of contracts agreed to by Red Cliff Community Health administration for care provided to Bayfield County and IHS organizations.
18. Provides in-service programs in areas of medicine to health staff to increase awareness of current and specific problems, diagnosis and treatment issues concerning the clinics patients.
19. Obtains medical provider number and assigns reimbursement to the Red Cliff Community Health Center for services rendered.

GENERAL DUTIES:
1. Insure the confidentiality of all client specific information and data as required by the program and the Red Cliff Community Health Center.
2. Implement Quality Assurance measures in appropriate service areas.
3. Adhere to a professional code of conduct in the discharge of these duties.
4. 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 as deemed necessary by the supervisor.
5. Attend meetings and in-service and any other events as specified by immediate supervisor.
6. Responsible for maintaining a clean and safe environment.

ADMINISTRATIVE:
1. Within resources allocated by the Health Center, assists in assessing health care needs, planning, organizing, delivering, and evaluating health care programs in the community.
2. Interprets philosophy, goals, and objectives of the Health Center to clients, families, and other groups.

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3. Responsible for fiscal management of assigned Health Center programs and/or grant operations to ensure proper utilization of the facility’s financial resources.
4. Utilizes financial resources within established budget and approved variances.
5. Presents a professional, caring image for the Health Center and its programs.
   a. Maintains a cooperative relationship with other Health Center staff and co-workers.
   b. Demonstrates tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
   c. Promotes a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
6. Investigates patient’s complaints; attempts to resolve problems to restore and promote good public relations.
7. Adheres to and supports facility policies, programs and activities.
8. Complete monthly, quarterly, and annual reports as required by Health Center Administration, the Health Board, Tribal Council, regulatory bodies, and/or third party payors. Maintain a record of all reports and supporting documentation as required.
9. Responsible for communications within area of clinic staff to ensure that information is shared for effective operations.

PERSONAL DEVELOPMENT:
1. Responsible for individual professional development to ensure current practice knowledge in the profession.
2. Maintains membership in appropriate professional organizations.
3. Keep licensure and/or registrations current and provides verification as necessary.
4. Attend professional meetings and events within the scope of the budget and with prior approval of the Health Center Administrator.
5. Identifies personal and professional areas for improvement and actively seeks out ways to meet personal developmental needs.

SUPERVISORY AUTHORITY: None.

KNOWLEDGE:
- Knowledge of comprehensive health programming and the full range of professional community health nursing principles, practices and procedures in providing services within the health center, home, school, and community environment.
- Exposure to Health Hazards of the Health Industry.
- Knowledge of and enforcement of safety and biohazard regulations.
- Experience in a primary care setting preferred.
• Possess skills in making physical and psychosocial assessment of communities, family and individuals, recognizing the range of “normal” and the manifestation of common abnormalities.
• Good interpersonal skills and the ability to get along with diverse populations (patient, physician, staff and general public).
• Good communication skills, written and oral.

QUALIFICATIONS:
• Successfully completed education at an accredited Physician Assistant Program. Is currently certified by a national certifying body as a Physician Assistant.
• Hold a master’s degree in nursing or related health field granted by a college or university accredited by a regional accrediting agency approved by the board of education in the state in which the college or university is located.
• Has a current license to practice as a professional nurse in Wisconsin.
• Has completed at least 45 contact hours in a clinical pharmacology/therapeutics and holds a current APNP certificate granted by the Board of Nursing.
• Is currently certified by a national certifying body as a nurse practitioner. Experience in a public health nursing preferred.
• Must have a valid driver’s licenses, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

PERSONAL CONTACTS: Daily contact with patients, visitors, other primary care providers, Tribal and Health Center Administration, and other Health Center and Early Childhood Center staff.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead shelving.

WORK ENVIRONMENT: Providers will work closely with support staff in a shared, open office. The environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings; overnight and out of town, both locally & nationally.
BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING: May 24, 2017

DEADLINE: June 7, 2017 at 4:00 p.m.

FOR FURTHER INFORMATION:

Red Cliff Band of Lake Superior Chippewa
Human Resources
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
susie.gurnoe@redcliff-nsn.gov

(715)779-3700 ext. 4268

“The Hub of the Chippewa Nation”
The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUEING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.