



## **NOTICE OF EMPLOYMENT OPPORTUNITY**

**Position Title:** Public Health Nurse, Little Shell Tribal Health

**Classification:** Exempt (salaried); Full-time, 40 hours per week

**Closes:** Open until filled

**Wage/Benefits:** depending on experience (DOE)

### **I. General Description of Work**

The Little Shell Tribe (LST) Public Health Nurse leads the LST Health Team in building this program and the successful day-to-day management and operation LST Health. This is to include successful mobilization of the mobile health and dental units. The LST Public Health Nurse assists in supporting the organization's mission, goal achievement, organizational quality and customer-centered care by providing clinical direction for the LST Health Team. The LST Public Health Nurse will assist the team in developing, organizing, and directing public health special events, activities, deployment of the mobile units, as well as, day to day operation. In partnership with the entire LST Health Team, will ensure the smooth operation of all events, day to day operations and the mobile clinic-based services and the achievement of productivity goals. The Little Shell Public Health Nurse will provide leadership in establishing and maintaining a professional and respectful environment that supports teamwork while promoting dignity, privacy and confidentiality of our members and families.

Duties will include program development including developing processes, procedures, day to day operations, calendar of events according to members need, collaboration with organizations within our service area and all elements of a new Public Health Nurse Program for the Little Shell Tribe. This includes not only development of the program, but development of plans of care, coordinating care with internal and external multi-disciplinary teams, acting as a discharge liaison, facilitating the Nuka System of Care, facilitation of warm hand-offs between LST staff and facilitating safe care transitions to community partners. The LST Public Health Nurse is responsible for all nursing care and establishing clinical policies for Little Shell Tribal Health programs.

#### **A. Essential Duties & Responsibilities**

The core duties and responsibilities of the LST Public Health Nurse revolve development of public health services for members. On the front line of care of our members, the LST Public Health Nurse will use the technologies, facilitate access, involve members, and communicate with organizations and providers.

Job duties can vary widely, not just from task to task, but from day to day. On any given day, they may perform a variety of tasks, such as:

1. Assess and monitor member and community health status, factors that influence health, and customer and community needs and assets.
2. Investigate and address health problems and hazards affecting the customer and community.
3. Communicate effectively with the customer and community about health, factors that influence it, and how to improve it.
4. Strengthen, support, and mobilize the customer and community to improve health.
5. Lead the development of operating procedures.
6. Collaborate to champion policies and plans that impact health.
7. Develop and monitor policies, procedures and processes and modify as needed.
8. Promote equitable access to services and care.
9. Collaborate with and support a diverse and skilled workforce.
10. Collaborate in a strong public health infrastructure for the community.
11. Assist in supervising and coordinating various personnel actions including, but not limited to, directing, training, and competencies.
12. Assist in supervising and coordinating daily activities, ensuring organized and smooth operations to include management of daily schedules, customer flow, overall management of customer satisfaction and risk management.
13. Builds strong positive communication with partners, stakeholders and providers and works as a team to enhance the success of the LST Health Department.
14. Reviews, supports and implements changes in operational procedures by Little Shell Tribal Health and Tribal Council to promote high quality customer centered care, productivity enhancement, risk management, and cost savings.
15. Assists in planning and oversees health activities, including meetings and preparation of meeting agendas.
16. In partnership with the LST team, ensures the smooth and timely flow activities and of patients through scheduled appointments.
17. Provides leadership, conflict resolution, motivation and promotes team-work.
18. Maintains confidentiality according to HIPAA;
19. Works as a team player with staff and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of the LST Health Department.
20. Establishes and maintains productive working relationships with fellow employees, supervisors, and the public.

#### **B. Fiscal Management and Responsibilities**

1. Consistent with the Tribe's procurement policy, requests and approves purchases;
2. Explores opportunities to leverage funds to increase budgetary opportunities;

#### **II. Supervisory Received**

This position reports directly to the Director of Operations (DOO). In collaboration with DOO and Council, this position fully administers the functions and operations subject to tribal policies, local, state and federal laws, and guidance and direction of the Tribal Council. This position makes a variety of decisions independently and in collaboration with the DOO and program directors (routine, non-routine, complex and non-complex) on a daily basis.

#### **III. Supervision Exercised**

The position functions as a program supervisor providing full program supervision and

performing supervisory duties such as evaluating employee performance consistent with the Tribe's personnel policy. This position is also responsible for oversight and supervision of LST personnel as they perform various duties for the LST Health Department.

Relationships are typically with members, vendors, clients, providers, tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems and providing services.

#### **IV. Working Relationships**

Relationships are typical with Tribal, State and Federal officials, providers, customers, individuals in other agencies and tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems, and providing services.

#### **V. Working Conditions and Location**

Extensive traveling is required for training and providing services to members. Working indoors in an office setting and in a mobile health unit; may be extreme weather conditions while traveling; working in close proximity to others; OSHA Exposure Category #1 (The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.)

#### **VI. Qualification Requirements**

- A. **Minimum Training and Experience** - Registered Nurse or Licensed Practical Nurse degree required;  
3-5 years of experience in a primary health care setting or equivalent required.
- B. **Certifications** -Current State of Montana Nursing License(RN or LPN). Must possess a valid driver's license issued by the State of Montana.
- C. **State of MT Driver's License** – Current and valid driver's license with a demonstrated clean driving record with no history of major violations or accidents
- D. **Knowledge** –
  - Healthcare leadership and management principles.
  - In-depth understanding of public health principles and practices.
  - Proficient knowledge of local, state, and federal health regulations and policies.
  - Comprehensive understanding of epidemiology and disease prevention strategies.
  - Familiarity with community health assessment methods and data analysis.
  - Knowledge of evidence-based nursing practices in public health settings.
  - Ability to assess, plan, implement, and evaluate public health programs.
  - Understanding of healthcare disparities and culturally competent care delivery.
  - Proficiency in health education and promotion techniques.
  - Knowledge of immunization programs and communicable disease control.
  - Familiarity with environmental health issues affecting community well-being.
  - Understanding of healthcare systems and collaboration with multidisciplinary teams.
  - Knowledge of disaster preparedness and response in a public health context
  - Proficient use of health informatics and electronic health record systems.
  - Awareness of social determinants of health and their impact on communities.
  - Strong grasp of community resources and support services.

- Continuous awareness of emerging trends and research in public health nursing.
- Ability to work as a team member, establishing and maintaining effective relationships with patients and other staff.
- Exhibits cultural sensitivity
- Ability to identify and treat chronic and acute illnesses and conditions;
- Diagnostic, laboratory, and x-ray procedures;
- Initial emergency measures and treatments in situations such as cardiac arrest, shock, hemorrhage, convulsions, and poisonings;
- Medications and medication effects.
- Electronic Health Records software;
- Health information technology and HIPAA/HITECH compliance;
- Supervisory principles and practices;
- Safety procedures and practices.

**E. Skills –**

- Personnel administration.
- Program development.
- Utilization of electronic medical records
- Assessment and Planning: Conduct comprehensive health assessments for individuals and communities.
- Develop and implement effective care plans based on assessment findings.
- Health Promotion: Design and execute health promotion programs to enhance community well-being.
- Provide education on preventive measures and healthy lifestyle choices.
- Communication: Effectively communicate with diverse populations, demonstrating cultural sensitivity.
- Collaborate with community stakeholders, healthcare professionals, and public health agencies.
- Patient Advocacy: Advocate for the health needs and rights of individuals and communities.
- Empower and educate clients to make informed decisions about their health.
- Epidemiology and Disease Control: Apply knowledge of epidemiological principles to identify and control disease outbreaks.
- Implement strategies for disease prevention and health promotion.
- Community Engagement: Build and maintain positive relationships with community members and leaders.
- Engage in community needs assessments and involve stakeholders in health initiatives.
- Health Education: Develop and deliver educational materials and presentations on various health topics.
- Utilize effective teaching methods to enhance health literacy within communities.
- Team Collaboration: Work collaboratively with interdisciplinary teams to address complex health issues.
- Participate in collaborative efforts with other healthcare professionals and organizations.
- Crisis and Emergency Response: Respond effectively to public health emergencies and crises.
- Coordinate and participate in disaster preparedness and response activities.
- Technology Proficiency: Use health informatics and electronic health record systems efficiently.
- Stay updated on technological advancements relevant to public health nursing.
- Problem Solving: Analyze complex public health challenges and develop innovative solutions.
- Adapt to evolving situations and make informed decisions in dynamic environments.
- Time Management: Efficiently manage caseloads, prioritize tasks, and meet deadlines.

- Handle multiple responsibilities while maintaining a high standard of care.
- Advocacy for Social Determinants: Address social determinants of health in nursing practice and advocate for systemic change.
- Work towards reducing health disparities and promoting health equity.
- Working independently and being self-motivated while performing job requirements;
- Time management and organization;
- Policy development;
- Customer service;
- Effective written and verbal communication.

#### **F Abilities**

- Assessment and Critical Thinking
- Community Engagement and Relationship Building
- Cultural Competency
- Education and Health Promotion
- Advocacy
- Interdisciplinary Collaboration
- Adaptability
- Emergency Response
- Technology Utilization
- Problem Solving
- Advocacy for Social Determinants
- Time Management
- Leadership and Initiative
- Establish and maintain effective community partnerships
- Work independently and plan projects
- Adapt to changes in the work environment

**G. Client Service Skills** – Must possess superb client service skills and be able to effectively communicate with customers regarding the Little Shell Tribal Health Department.

#### **VII. Conditions of Employment**

This position is based out of our locations in Great Falls, Montana. This position may require travel time out of the area on a regular basis.

- A.** Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B.** Candidates must pass a criminal background check at the time of hire and periodically throughout employment.
- C.** Candidates must possess a current driver's license in the state of Montana and meet insurability requirements of the Tribe.
- D.** Hours for this position will be variable depending on need.

#### **VIII. Indian Preference**

This position is subject to the Tribe's Indian Preference Policy.

**IX. How to Apply**

Qualified Candidates must submit the following materials to: [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)

- A. Resume
- B. Cover Letter
- C. Salary expectations or history
- D. Three professional references

Any questions should be directed to [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)