



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Director of Nursing
DEPARTMENT: Nursing
REPORTS TO: Chief Executive Officer
SALARY: \$39.00 - \$52.00 per hour
CLASSIFICATION: Management Regular, Full-time
TELEWORK ELIGIBLE: No
DUTIE STATION: Elbowoods Memorial Health Center
New Town, North Dakota

POSITION SUMMARY:

Reports directly to the EMHC CEO and administers the nursing staff to maintain standards of patient care; advises medical staff, department heads, and administrators in matters related to nursing service. Recommends establishment or revision of policies and develops organizational structure and standards of performance. Interpret policies and objectives of nursing services to staff and community groups.

ESSENTIAL DUTIES:

- Responsible for management of nursing services within the EMHC;
- Assess day to day workload requirements and makes staff assignments according to appropriate skill level;
- Checks progress of work assignments to see that schedules are met;
- Monitors patient flow and care provided to ensure safe, high-quality care and maximum utilization of staff and other resources;
- Maintains current ambulatory care unit nursing policy/procedures and primary protocols and assures that they are available to staff at all times;
- Reviews records to ensure that policies and procedures are followed;
- Coordinates specialty clinics services with other departments as appropriate, health records, medical, community health, and other units that would be affected;
- Responsible for maintenance of a patient follow-up system that will assure continuity of care;
- Provides for adequacy, safety, effectiveness, and maintenance of supplies, equipment, and environment of the clinic;
- Works with all tribal programs to integrate health of all patients of EMHC;

- Responsible for the requisitioning, stocking and inventory of nursing and clinical supplies;
- Assigns to other nursing staff the responsibility to monitor stock supplies at EMHC and the field clinics;
- Takes leadership in the development of nursing criteria and standards and assures expectations are met by staff;
- Implements the quality assurance plan;
- Responsible for maintaining AAAHC accreditation;
- Must be able to work independently and in a team work environment;
- Patient Care;
 - Uses nursing process to determine patient care needs, develops implements the plan or assigns other to carry out;
 - Evaluates the extent to which nursing plan of care was effective in meeting the patient's care needs, evaluates the patient's response to the medical regime and reassesses nursing needs based on the patients changing condition and level of knowledge;
 - Recognizes the difference between dependent nursing activities and the independent nursing activities and practices accordingly;
 - Practices clinical nursing based on a sound knowledge of nursing practices;
 - Safeguards the confidentiality of privileged information and the patient's health record;
- Communications;
 - Communicates appropriate information for members of the health care team verbally and in writing in a professional and timely manner via written care plans.
 - Assures that patient care documentation by nursing staff is in the orientated format;
- Staff Development/Self Development;
 - Provides orientation to nursing personnel in accordance with policy and procedures and practice;
 - Assist staff in making assignments, planning for patient care, development of individualized patient care plans and problem orientated recording.
 - Generally, manages professional staff;
 - Instructs nursing personnel in specific tasks, and job techniques, to ensure conformance with current standards for nursing;
 - Provides to all staff all manuals, polices and reference materials;
 - Develops, implements, and monitors, in-service programs to meet clinical requirements and individual needs for all nursing staff;
 - Keeps nursing staff up-to-date on all required certification in compliance with the North Dakota Board of Nursing;
 - Prepares and updates the career development plans for all nursing staff;
 - Assumes responsibility for nursing department and professional growth;
 - Relies on experience and judgment to plan and accomplish goals;
- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;

- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
- Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
- Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Yes, will oversee the **Nursing Department**.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a Bachelor's Degree in Nursing from an accredited college or university. *Must submit a copy of degree and transcripts with application*; **REQUIRED**
- Must have three years of progressive healthcare management; **PREFERRED**
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e. RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Work is performed in a clinic and office environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.

- Travel may be required to accomplish organizational goals.
- Telework is a privilege not a right. Management can revoke the telework option at any time which will require the work to be performed onsite.
- Telework travel reimbursement is reviewed on a case-by-case basis only.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job:
 - the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
 - The employee must regularly lift and/or move up to 40 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

Job Application (found on MHA Website)

Questionnaire for Child Care Designated Positions (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts

- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other
- ✓ Indian or Veteran Preference documents (If applicable);
- ✓ Must submit a Child Care Questionnaire as per Indian Child Protection and Family Violence Act P.L. 101-630

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
307 5th Avenue
New Town, ND 58763
Ph# 701-627-8113
Fax# 701-627-2960