



Elbowoods Memorial Health Center

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION:	Nurse Executive
REPORTS TO:	EMHC CEO
DEPARTMENT:	Administration
SALARY:	\$37.69 - \$55.00 DOE/DOQ
CLASSIFICATION:	Management Regular, Full-time
TELEWORK ELIGIBLE:	No, as determined by policy
DUTY STATION:	Elbowoods Memorial Health Center New Town, North Dakota

POSITION SUMMARY:

Will report directly to the EMHC CEO with overall responsibility to the MHA Health & Human Resource Committee. The Nurse Executive will be responsible for the oversight and administrative aspect of the Nursing, Public Health Nursing and Managed Care Departments as it relates to compliance, hiring, training, managing budgets, scheduling and policy development. Will be instrumental in ensuring that EMHC Clinical deliverables are being met to provide excellent healthcare services to the patients of EMHC.

ESSENTIAL DUTIES:

- Will be responsible for assisting in the reviewing, updating and developing of policies and procedures for all nursing areas and ensure compliance to the required federal/tribal policies as it relates to nursing;
- Will be responsible for coordinating strategic planning to meet the required directives of the various nursing EMHC departments;
- Must understand the concepts of evidence-based practice and know how to make decisions based on research to facilitate the best patient care;
- Will collaborate with EMHC Healthcare Recruiter in seeking potential nursing candidates to fill vacancies and develop a working relationship with recruitment agencies;
- Will establish other recruitment initiatives that may include on-the-job training and providing intern opportunities;
- Will ensure department leads are meeting documentation requirements for appropriate data collection and billing purposes;
- Administratively, will be responsible for ensuring that there are effective work schedules in place, adequate ordering of supplies is being conducted, assisting

the department leads in the development and management of the department budgets, and overseeing the operations of the various nursing departments;

- Must facilitate potential conflict resolutions, discussions and create a trust worthy environment;
- Must ensure to implement effective communication strategies with Nursing Team, EMHC Administration, EMHC Medical Staff and patients;
- Demonstrate the highest standards of professionalism at all times;
- Submit monthly reports and must be able to provide verbal presentations when required;
- 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:

- The requirement for managing of others does exist. Will be required to oversee and guide the Nursing, Public Health Nursing and Managed Care Departments.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a Bachelor of Science (BSN) in Nursing; **REQUIRED**
- Must have successfully obtained the National Council Licensure Examination (NCLEX-RN) license; **REQUIRED**
- Must have 5 years' experience working as a licensed RN Nurse; **REQUIRED**
- Certifications such as CENP from the American Organization of Nurse Executives, NE-BC by ANCC, and NEA-BC by ANCC would be a definite asset;
- Must have a strong background in healthcare economics, clinical practice, healthcare policy, governance, and analysis of data and research;
- 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 an office/clinic 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.

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 50 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)

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);

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-8113
Email: Recruitment@mhanation.com