



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:	Public Health Nurse Director
REPORTS TO:	Chief Executive Officer
DEPARTMENT:	Public Health Department
SALARY:	\$34.00 - \$52.00 DOE/DOQ
CLASSIFICATION:	Management Regular, Full-time
TELEWORK ELIGIBLE:	No
DUTY STATION:	Elbowoods Memorial Health Center New Town, North Dakota

POSITION SUMMARY:

Position serves primarily as Director of the Public Health Nursing Program, covering community members in the 6 Segments / communities of the MHA Nation

ESSENTIAL DUTIES:

- Provides administration and supervision of Public Health Nursing Program and Public Health Nurses (PHN's) to provide health care and education to individuals, families, and communities. These services are provided to all age groups with a focus on health promotion and disease prevention; This includes providing effective staff on-boarding and training associated with public health such as EHR Training, scheduling, and documentation requirements.
- Effectively and efficiently provide support and leadership to the Public Health Nursing staff to work toward becoming an accredited public health program.
- Creates a Public Health Plan specific to the Three Affiliated Tribes along with a manual of references for communication with other tribal, state, and federal entities for public health emergency response.
- Creates annual Public Health Initiatives Calendar
- Support all prevention and intervention programs such not to duplicate services being provided by other entities
- Is an active member of the Health Promotion and Disease Prevention Coalition.
- Established and disseminates the emergency response to public health to partners and other entities within the tribe.
- Public Health programs are carried out in the home, office clinic, schools, and community, where conditions and treatment are normally of a non-critical nature;
- Ensures system compliance with all accrediting and regulatory requirements in accordance with AAAHC, appropriate State Board of Nursing;

- Assures public nursing services are utilizing appropriate nursing processes in providing nursing care to individuals and families, including interventions to prevent complications and minimize disabilities; This include creating, monitoring, and managing workflow and processed to ensure all billable services are captured.
- Supports patients and families in techniques of positive health measures;
- Facilitates understanding and acceptance of medical or other needed care, diagnosis, and treatment;
- Obtain and accurately record patient encounters according to established standards and procedures;
- Plans and evaluates the Public Health Nursing program;
- Maintains communication with health care team at Elbowoods Memorial Health Centers through regular communication with Purchased and Referred Care, Managed Care, and providers.
- Conducts epidemiological surveys, field investigations of communicable diseases to appraise health needs such as Sexually Transmitted Infections, Hep C, Influenza, COVID, Measles, etc.
- Conducts active surveillance in accordance with Public Health Priorities are determined necessary reporting incidence and prevalence rates.
- Maintain open communication with various departments and entities to support the public health efforts.
- Conducts at least one annual report associated with epidemiologic assessment of public health needs;
- Monitors public health needs such as communicable disease incidents and treatment of preventable illnesses;
- Develops prevention, intervention and postvention programs as needed to meet health needs found in the community.
- Ensures continuity of patient care by discharge planning and case management with other Federal, State, Tribal, and community resources.
- Maintains licensure and CEU's in accordance with relevant Board of Nursing standards.
- 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 others does exist.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a 4 Year Nursing Degree; **REQUIRED**
- Master Degree in Nursing: **PREFERRED**
- Must have 2 years of management and supervisory experience in the nursing field; **REQUIRED**
- 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. ie. 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 (if required);
- 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/outdoor 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. (if required)

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)

Copies of:

- ✓ Diplomas/Certificates and Transcripts;
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other; and
- ✓ 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# 701-627-4781
Fax# 701-627-2960
Email: recruitment@mhanation.com