



## Elbowoods Memorial Health Center

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

EXEMPT   
NON-EXEMPT

### POSITION DESCRIPTION

**POSITION:** Registered Nurse (GTFJC)  
**RESPONSIBLE TO:** Director of Nursing (DON)  
**SALARY:** Starting salary will be determined by funding, experience, and training level.  
**CLASSIFICATION:** Non-Management, Regular, Full-time  
**LOCATION:** Justice Center, Gerald "Tex" Fox, Justice Center  
New Town, ND 58763

**POSITION SUMMARY:** The Elbowoods Memorial Health Center (EMHC) Registered Nurse performs a variety of professional nursing services for inmates within the Gerald Tex Fox Justice Center (GTFJC) to promote and improve their overall health while utilizing the nursing process in triage, professional training and various resources with regulatory agencies and established guidelines. Nursing services include but are not limited to planning, organizing, monitoring and implementing nursing and medical care services for inmates while incarcerated with GTFJC.

### ESSENTIAL DUTIES and RESPONSIBILITIES

1. Collaborates with assigned primary care providers to GTFJC to ensure continuity, timeliness and appropriateness of care to inmates.
2. Conducts/reviews admission interview to gather medical, mental and social health history with proper documentation within inmate "medical" chart.
3. Arranges and schedules sick call/appointments for Inmates base on needs assessment, requests, and duration of incarceration.
4. Assist physician with inmate sick call management.
5. Creates and formats Medication Administration Records (MAR)'s for documentation of inmate prescribed medication administration, with review of signed MAR's on a regular basis.
6. Administers medication as ordered by the authorized GTFJC medical provider and in accordance with policy and procedures.
7. Notifies assigned GTFJC medical provider if a new prescription is written by any other provider in a timely fashion.

8. Maintains inventory of supplies and orders relevant supplies pertinent to inmate medical care, including various over the counter drugs (as approved by policy and procedure).
9. Verifies supply orders received and properly stores supplies in secured designated area in medical room.
10. Obtains laboratory specimens from inmate as ordered for diagnostic testing as CLEA certified.
11. Works closely with EMHC pharmacy staff to ensure quantity of prescribed medications is available for inmates in a timely manner.
12. Reports adverse reactions to treatments, medications, or any changes in the inmate's emotional or physical condition to assigned GTFJC medical provider in a timely manner.
13. Provide first aid care and assist with initiation of Emergency Medical System in emergency situation as need.
14. Instruct correctional staff concerning inmate health care and needs, while maintaining HIPPA.
15. Records and maintains all accurate inmate patient care information concisely, completely, and in a timely manner by using the appropriate forms as pertinent to GTFJC Medical Records and EMHC electronic health records requirements.
16. Provide health care education and prevention for inmates and correctional facility staff with proper documentation, as well as any discharge planning/education to inmate.
17. Operate medical equipment for inmate services.
18. Attend daily correctional staff meetings with correctional staff.
19. Occasionally consults with representatives of outside health agencies.
20. Provide monthly activity reports to the EMHC DON on nursing duties related to planning, organizing, directing, monitoring, and/or implementing nursing and medical care services for the GTFJC.
21. Must be willing to maintain a flexible schedule to accommodate additional work time as necessary.
22. Provide assistance to the DON (e.g., writes, reviews and revises GTFJC nursing policies and procedures; performs special projects as assigned; attends health care meetings relevant to GTFJC).
23. Responsible for following universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs in accordance with GTFJC policy and procedures.
24. Compliant with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
25. Completes requirements for in-service training (with both EMHC and GTFJC), acceptable attendance, and dress codes including personal hygiene.
26. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.

27. Adheres to the Mission, Vision, and Values of EMHC and the GTFJC, while representing both entities in a high professional matter.
28. Other clinical duties as delegated/assigned by DON.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Knowledge of nursing care principles, practices and procedures.
- Knowledge of safety principles and infection control in the correctional facility setting.
- Ability to assess patients' needs and coordinate appropriate nursing care plan.
- Knowledge of substance abuse and co-occurring disorders common among incarcerated inmates.
- Ability to inmates in a correctional setting.
- Must possess strong people skills, be cooperative and have a high level of integrity and honesty.
- Skill in preparing and maintaining records, writing reports, and responding to correspondence.
- Basic knowledge of security and control procedures pertaining to correctional facilities.
- Must have a positive attitude and willing to accept new responsibilities as required.
- Familiarity with American Plains Indian culture, values, and traditions.
- Must be a team player who enjoys interfacing with people and is non-judgmental of others.
- Knowledge of commonly used federal and tribal laws, codes and orders governing inmates incarcerated within the justice center.
- Knowledge of theories, techniques and practices in a variety of professional nursing care.
- Learn and follow correctional security practices according to policies and procedures of the Gerald "Tex" Fox Justice Center.
- Exercise professional judgment in evaluating the quality of services provided to inmates and recommend changes.
- Daily contact with inmates, some with unusual and severe personal and behavioral problems.
- Knowledge of health problems encountered among inmates for referral to community/tribal resources.
- Attend trainings in the pertaining to correctional nursing to enhance job performance.
- Knowledge of standards of care according to EMHC standards.

## **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Graduation from an accredited college or university with a Bachelor's degree in nursing with 2 years of continuous clinical nursing experience. **REQUIRED** *must submit copy of degree or transcripts with application.*
- Must obtain and maintain CPR, ACLS certification. **REQUIRED.**
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software). **REQUIRED.**
- Will need to have an acceptable motor vehicle record. A copy of a valid driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle. **REQUIRED.**
- Excellent verbal and written communication skills. **REQUIRED.**
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

## **WORKING CONDITIONS:**

- The work requires regular standing to perform work, walking between the different sections of the GTFJC, and reaching and bending to obtain supplies and accomplish tasks.
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- 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 and outside the property with exposure to inclement weather and unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and the GTFJC is required.
- Travel may be required to accomplish facility goals.

## **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.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

## **APPLICATION PROCEDURE**

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes  
ATTN: Human Resource Dept.  
404 Frontage Rd.  
New Town, ND 58763**

**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

**Indian Preference Will Apply:** In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

**Veterans Preference Will Apply:** In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.