



Employee Job Description		
<b>Position Title: Director of Nursing (DON)</b>		
<b>Position ID #</b>		
<b>Facility:</b> St. Croix Tribal Health Clinic; Sand Lake & Round Lake Clinics		
<b>Job Family:</b> Clinic	<b>Comp Grade:</b> GS 13	<b>Status:</b> FT

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The Director of Nursing is responsible for the supervision and managing of various aspects of nursing care. This position requires a high level of clinical expertise, excellent leadership skills, and the ability to work effectively with healthcare teams. The Director of Nursing will oversee the nursing staff, coordinate patient care, and ensure that all nursing protocols are followed. The Director of Nursing is responsible for the supervision of nursing staff in both the ambulatory clinic and community outreach settings including Community Health, Public Health and Maternal Child Health.

**Essential Functions:**

The Director of Nursing has designated administrative responsibilities in the areas of grants management, quality control, clinical outcomes monitoring, inventory management, policy-writing and review, and staff supervision.

**Job Duties:**

- Provide oversight and supervision of all clinic nursing staff and activities.
- Create and maintain staffing schedule for clinic nurses.
- Participate in 90% of regularly scheduled nursing and nurse/provider meetings.
- Participate in clinical and quality committees as requested by direct or indirect supervisors.
- Create and review clinical policies and procedures in collaboration with Medical Director, Health Director, and/or policy committee.

- Collect and compile monthly reports from nursing departments for the Medical Director and/or Health Director.
- Perform application, reporting, and expenditure tracking for grants that support clinical activities.
- Assist with provision of clinical data from the electronic health record as requested by clinical or administrative staff for grants management or data reporting purposes.
- Collaborate with the Public Health Nurse(s) on Infection Prevention and Control efforts.
- General knowledge of billing and contract care.
- Perform regularly scheduled quality control checks and maintenance of medical equipment.
- Monitor stock levels of and place orders for medications, medical supplies, and vaccinations in the clinic.
- Communicate with patient registration as needed to resolve scheduling conflicts or concerns.
- Any other duties assigned by direct supervisor.

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** Department Supervisor

**Supervisory Responsibilities:** Supervision of nursing staff in both the ambulatory clinic and community outreach settings including Community Health, Public Health and Maternal Child Health.

**Scope and Complexity:** Interacts with all levels of management and interacts with all medical and nursing employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 30 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects without the use of assistive devices.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel in all types of weather.

**Minimum Qualifications:**

- Current license to practice as a professional registered nurse in Wisconsin.
- Bachelor of Science in Nursing
- Work experience in an ambulatory care setting
- Coaching skills to help nurses continue to improve their performance
- Time management and multitasking skills to complete many tasks throughout the day
- Problem-solving skills to overcome obstacles in delivering patient care and maintaining staff coverage
- Current certification in CPR
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

**Preferred Qualifications:**

- Master of Healthcare Administration (MHA)
- At least 1 year of management or supervisory experience
- Experience with grants management

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*  
*The offer is conditional based on confirmation that the candidate meets all specific criteria required (background check, driver's insurability verification, references, identity verification, and other applicable requirements).*

_____ EEPID	_____ Employee Printed Name	_____ Employee Signature	_____ Date
_____ Supervisor Printed Name		_____ Supervisor Signature	_____ Date

\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.