



Employee Job Description		
<b>Position Title: Community Health Nurse</b>		
<b>Position ID #</b>		
<b>Facility:</b> St. Croix Tribal Health and Human Services		
<b>Job Family:</b> Medical	<b>Comp Grade:</b> Negotiable	<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 Community Health Nurse provides Health promotion and disease prevention services to the elders and persons with disabilities within the St. Croix Tribal Service area.

These services are provided primarily in the home, but are available in other locations within the community as requested by the patient.

**Essential Functions:**

- Weekly, bi-weekly, or monthly home visits determined by the patient’s needs.
- Case Management
- Provide medication management.
- Provide medication delivery of non-narcotics From St. Croix Tribal Pharmacy and outside pharmacies.
- Assist with scheduling medical related appointments.
- Assist with scheduling transportation to medical related appointment.
- Assist/monitor exercise programs.
- Wound Care when ordered by a provider.
- Assess home for safety needs and refer to housing to install any needed safety equipment.
- Assist patient with finding any needed resources or medical equipment.
- Continuously plans, organizes, manages and evaluates patient care needs and regularly communicates with their primary provider.

- Continuously plans, organizes, manages and evaluates patient care needs and updates patients individual Plan of Care accordingly.

**Job Duties:**

- Knowledge of the electronic health record.
- Experience working with Native Americans or education in cultural competency.
- Follows established standards of nursing practice and implements facility policies and procedures.
- Comes to work as scheduled and consistently demonstrates dependability and punctuality.
- Engages in appropriate actions during emergency conditions (e.g. weather, evacuation, post-disaster etc.).
- Attends and participates in continuing education programs.
- Attends staff meetings, in-services, and committee meetings as assigned.
- Ability to work independently with minimum assistance.
- Ability to exercise good judgement and discretion in applying program guidelines. Ability to follow or give medical instruction.
- Knowledge and ability to collect, analyze, and interpret health information to assess the patients' needs and plan effective prevention strategies.
- Collaborates with the Health Team and Director of Nursing to plan, organize, and manage assigned caseload using the nursing process, theory, and standards of care based on the Nurse Practice Act and IHS mission goals.
- Ability to communicate with a wide variety of people in gaining support and cooperation within the communities.
- Ability to work effectively as a team member with our holistic healthcare model which includes collaboration with providers, with our clinic, and outside agencies to advocate on behalf of patients.
- Any other duties assigned by supervisor

**Type of Supervisory Responsibilities:** N/A

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**Directly Reporting to:** Director of Nursing

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

- Requires extensive sitting with periodic standing and walking without the use of adaptive equipment.
- May be required to lift up to 50 pounds.
- Requires use of computer, phone, Medical equipment and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Requires good verbal and written communication skills.
- Requires off-site travel in Tribal Fleet Car.
- Requires travel in all types of inclement weather.
- Is subject to frequent interruptions.
- Involved with patients, personnel, visitors, tribal agencies etc.
- Follows established standards of nursing practices and implement facility policies and procedures.
- Comes to work as scheduled and consistently demonstrates dependability and punctuality.
- Communicates with medical staff, departments personnel and other department staff.
- Work in other positions as necessary/directed.
- Engage in appropriate actions during emergency conditions (e.g. severe weather, evacuation, post-disaster etc.).
- Attends and participates in continuing education programs.
- Attends staff meetings, interdisciplinary team meetings, in-services, and committee meetings as assigned.

**Minimum Qualifications:**

- Current unrestricted license to practice Nursing in Wisconsin.
- Current Basic Life Support Certification or higher level preferred.
- Possesses the ability to deal tactfully with personnel, patients, family members, visitors, tribal/government agencies and the general public.
- Leadership ability and the willingness to work harmoniously with others.
- Displays a patient, tactful, cheerful and enthusiastic disposition, as well as the willingness to handle difficult patients.
- Willingness to seek out new methods and principles and be willing to incorporate them into existing medical practices.

- Ability to monitor patient confidentiality in accordance with the Federal Privacy Act and HIPAA.
- Must pass Pre-employment drug testing.
- Current Driver's license and good driving record.
- Ambulatory care nursing experience preferred.

**Requirement of Employment:** Mandated COVID Vaccination Required

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.