



## **NOTICE OF EMPLOYMENT OPPORTUNITY**

**Position Title:** Mobile Unit Nurse, Little Shell Tribal Health

**Classification:** Exempt (salaried); Full-time, 40 hours per week

**Closes:** August 1, 2022 or until filled

**Wage/Benefits:** depending on experience (DOE)

### **I. General Description of Work**

The Mobile Unit Nurse leads the Mobile Unit Team in building this program and the successful day-to-day management and operation of Little Shell Tribal Health Mobile Units. The Mobile Unit Nurse assists in supporting the organization's mission, goal achievement, organizational quality and customer-centered care by providing clinical direction for all mobile unit staff. The Mobile Unit Nurse will assist the team in developing, organizing, and directing mobile unit. In partnership with the entire mobile unit team, will ensure the smooth operation of the mobile clinic-based services and the achievement of productivity goals. The Mobile Unit Nurse will provide leadership in establishing and maintaining a professional and respectful environment that supports teamwork while promoting dignity, privacy and confidentiality of customers and families.

Duties will include developing plans of care, coordinating care with internal and external multi-disciplinary team, and facilitating safe care transitions to community partners. The Mobile R.N. is responsible for all nursing care based on established clinical policies.

#### **A. Essential Duties & Responsibilities**

The core duties and responsibilities of the Mobile Unit Nurse revolve around supporting others. On the front line of customer care, the Mobile Unit Nurse will use the technologies, facilitate access, involve the customer, and communicate with organizations and providers.

Job duties can vary widely, not just from job to job, but from day to day at the same job. On any given day, they may perform a variety of tasks, such as:

1. Assess and monitor customer and community health status, factors that influence health, and customer and community needs and assets.
2. Investigate and address health problems and hazards affecting the customer and community.
3. Communicate effectively with the customer and community about health, factors that influence it, and how to improve it.
4. Strengthen, support, and mobilize the customer and community to improve health.
5. Collaborate to champion policies and plans that impact health.
6. Promote equitable access to services and care.
7. Collaborate with and support a diverse and skilled workforce.
8. Collaborate in a strong public health infrastructure for the community.
9. Assist in supervising and coordinating various mobile unit personnel actions including, but not limited to, directing, training, and competencies

10. Assist in supervising and coordinating daily mobile unit activities, ensuring organized and smooth operations to include management of providers daily schedules, customer flow, overall management of customer satisfaction and risk management;
11. Builds strong positive communication with providers and works as a team to enhance the success of the mobile unit;
12. Reviews, supports and implements changes in operational procedures by Little Shell Tribal Health and Tribal Council to promote high quality customer centered care, productivity enhancement, risk management, and cost savings;
13. Assists in planning and oversees mobile unit practice activities, including meetings and preparation of meeting agendas;
14. In partnership with the mobile medical team, ensures the smooth and timely flow of patients through scheduled appointments;
15. Provides leadership, conflict resolution, motivation and promotes team-work;
16. Assist in the development of operating procedures;
17. Maintains confidentiality according to HIPAA;
18. Works as a team player with staff and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of the mobile medical program;
19. Establishes and maintains productive working relationships with fellow employees, supervisors, and the public;

#### **B. Fiscal Management and Responsibilities**

1. Consistent with the Tribe's procurement policy, requests and approves purchases;
2. Explores opportunities to leverage funds to increase budgetary opportunities;

#### **II. Supervisory Received**

This position reports directly to the Director of Operations (DOO). In collaboration with DOO and Council, this position fully administers the functions and operations subject to tribal policies, local, state and federal laws, and guidance and direction of the Tribal Council. This position makes a variety of decisions independently and in collaboration with the DOO and program directors (routine, non-routine, complex and non-complex) on a daily basis.

#### **III. Supervision Exercised**

The position functions as a program supervisor providing full program supervision and performing supervisory duties such as evaluating employee performance consistent with the Tribe's personnel policy. This position is also responsible for oversight and supervision of LST personnel as they perform various duties for the mobile unit.

Relationships are typically with members, vendors, clients, tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems and providing services.

#### **IV. Working Relationships**

Relationships are typical with Tribal, State and Federal officials, customers, individuals in other agencies and tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems, and providing services.

## **V. Working Conditions and Location**

Extensive traveling is required. Working indoors in mobile health unit; may be extreme weather conditions while traveling; working in close proximity to others; OSHA Exposure Category #1 (The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.)

## **VI. Qualification Requirements**

A. **Minimum Training and Experience** - Registered Nurse or Licensed Practical Nurse degree required;  
3-5 years of experience in a primary health care setting or equivalent required.

B. **Certifications** -Current State of Montana Nursing License(RN or LPN). Must possess a valid driver's license issued by the State of Montana.

### **C. Knowledge –**

- Healthcare leadership and management principles;
- Ability to diagnose and treat conditions within the scope of family practice medicine.
- Knowledge and understanding of the principles and standards of clinical practice in family medicine.
- Ability to work as a team member, establishing and maintaining effective relationships with patients and other staff.
- Exhibits cultural sensitivity
- Ability to identify and treat chronic and acute illnesses and conditions;
- Diagnostic, laboratory, and x-ray procedures;
- Initial emergency measures and treatments in situations such as cardiac arrest, shock, hemorrhage, convulsions, and poisonings;
- Medications and medication effects.
- Electronic Health Records software;
- Health information technology and HIPAA/HITECH compliance;
- Supervisory principles and practices;
- Safety procedures and practices.

### **D. Skills –**

- Personnel administration
- Utilization of electronic medical records;
- The use of stethoscope and other equipment necessary for physical assessments;
- Working independently and being self-motivated while performing job requirements;
- Time management and organization;
- Policy development;
- Customer service;
- Effective written and verbal communication.

### **E Abilities**

- Provide leadership;
- Establish and maintain effective community partnerships;
- Establish and maintain effective working relationships with staff, elected officials, department heads, health professionals and the public;
- Work independently and plan projects;
- Adapt to changes in the work environment;

- E. **Client Service Skills** – Must possess superb client service skills and be able to effectively communicate with customers regarding the Little Shell Tribal Health Department.

## **VII. Conditions of Employment**

This position is based out of our locations in Great Falls, Montana. This position may require travel time out of the area on a regular basis.

**Commented [VM1]:** What does this mean? Weekly? Monthly? Quarterly? Daily?

- A. Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B. Candidates must pass a criminal background check at the time of hire and periodically throughout employment.
- C. Candidates must possess a current driver's license in the state of Montana and meet insurability requirements of the Tribe.
- D. Hours for this position will be variable depending on need.

## **VIII. Indian Preference**

This position is subject to the Tribe's Indian Preference Policy.

## **IX. How to Apply**

Qualified Candidates must submit the following materials to: [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)

- A. Resume
- B. Cover Letter
- C. Salary expectations or history
- D. Three professional references

Any questions should be directed to [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)