

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Clinic Nurse
Department: Health
Reports to: Clinic Manager-Nurse/Medical Director
Status: Exempt
Salary: Negotiable
Opens: January 12, 2022
Closes: Until Filled

SUMMARY: The Clinic Nurse position will provide support to the Psychiatric provider for part of the week and manage the order and referral process for all providers remaining days of week. The Clinic Nurse will also manage the medication renewal process for the clinic. The Clinic Nurse will help with other outpatient clinic duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides excellent customer service to clients, vendors and fellow employees. Represents the LTBB Health Department in a professional and positive manner.
- Responsible for ensuring that patients receive exemplary customer service and are treated with respect and in a timely manner.
- Provide direct support to the clinic Psychiatric provider, including direct patient care, scheduling of tests, medication renewals and documentation in the electronic health record.
- Work closely with clinic scheduler to assist in the management of Psychiatric provider's schedule.
- Supervise LTBB Clinic in the absence of Clinic Manager.
- Process medication renewals and outside referrals as needed.
- Supervise medical assistants as requested by the Clinical Manager/Nurse, providing hands on support.
- Assist with the development and implementation of policies and procedures.
- Assist with continued development of our electronic health record.
- Maintain confidentiality of patient records.
- May perform specialized nursing procedures related to the unique needs of a particular patient population.
- Provide direct, professional nursing care to specified population of patients in an outpatient setting maximizing resources and maintaining optimal flow.
- Administer prescribed medications and tests, apply sterile dressings, perform phlebotomy and monitor vital signs. Perform bench labs and electrocardiograms.

- Assist Clinic Manager/Nurse with patient triage over the phone and in person. Must be able to appropriately triage patients for emergency room evaluation, same day appointments or routine care.
- Must be confident with BCLS skills.
- Other duties as assigned within scope of the position.

EDUCATION AND EXPERIENCE: Must be a registered nurse in Michigan. Bachelor of Science in nursing with work experience preferred. Experience working with Native American population is preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to implement and evaluate clinical services. Ability to work in stressful situations and conduct oneself in professional and empathetic manner at all times. Ability to communicate and work well with others. Knowledge of clinical operations procedures and standards of care. Ability to draw intravenous and peripheral blood. Skill in preparing and maintaining patient records utilizing the electronic health record. Dependable and independent self-starter. Ability to plan for and assist during emergency situations including pandemics. Have proven record of reliability with positive work history with previous employers, including LTBB.

CERTIFICATES, LICENSES, REGISTRATIONS: State of Michigan licensed and maintained registered nurse.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation. Individual must take TB test and get influenza vaccination annually due to working in a health setting.