

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Clinic Nurse  
**Department:** Health  
**Reports to:** Medical Director/Health Director  
**Status:** Exempt  
**Salary:** Negotiable  
**Opens:** June 16, 2022  
**Closes:** June 30, 2022

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**SUMMARY:** This Clinic Nurse position serves as a key point of contact and services for clinic clients, including COVID related issues. As such, customer service, phone skills, and verbal communication are of utmost importance, in addition to clinical skills. This employee will use their medical knowledge to triage patients, manage COVID vaccine clinics, schedule patient appointments, conduct COVID testing, and follow up. 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.
- Provide direct support to patients, including direct patient care, scheduling of tests, medication renewals and documentation in the electronic health record.
- Responsible for managing COVID vaccine clinics.
- Responsible for medical trailer operation and ensuring trailer is maintained and stocked with adequate supplies.
- Process patient referrals to outside specialty care providers for all clinic providers.
- Process medication renewals for all clinic patients.
- Supervise medical assistants as requested by the Clinical Nurse Manager, providing hands on support.
- Assist with contact tracing.
- 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.
- 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. Ability to administer COVID tests and other tests. 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. Must have positive job 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. Must have positive job history with previous employers, including LTBB.