

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Nurse Practitioner Certified OR Physician Assistant Certified
Location: Crooked Tree Wellness Clinic
Department: Health
Reports To: Health Director/Clinic Manager
Salary Range: Negotiable
Status: Exempt
Opens: December 18, 2024
Closes: January 01, 2025

SUMMARY: Provides Independent acute and/ or routine medical care to a specified outpatient population under supervision of the CTWC Clinic Manager and Medical Director. Abides by established protocols and the PCMH Principles of Practice. Will be providing health services to an underserved population in northern Michigan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for ensuring that patients receive exemplary care and are treated with respect and in a timely manner. Represents the Crooked Tree Wellness Clinic and the LTBB Health Department in a professional and positive manner
- Contributes to a positive work environment with professional, respectful, and thoughtful interactions with fellow employees.
- Greet patients and gather medical information; give physical exams to make correct diagnoses and treatment plans for acute/chronic medical conditions.
- Sees patients from zero through sixty-four years of age.
- Work with Medical Director, nurses and support staff to prescribe and administer treatments.
- Monitor patient progress and make adjustments to treatment.
- Provides health education to patients and families; instruct patients and their families about best practices at home. Coordinate with other health department programs for resources.
- Refer patients to specialists as needed.
- Have and maintain BLS certification. Performs emergency lifesaving procedures in cases such as cardiac arrest, respiratory arrest, massive hemorrhage, or similar emergencies.
- Notifies supervising physician regarding any unusual or unexpected events or problems requiring direct physician consultation.
- Available for after-hours contact regarding critical lab values, and management duties as assigned.
- Practices safety, environmental, and/or infection control methods.

- Document in electronic patient charts indicating patient status and treatment procedures performed; maintains other records as required. Charting will be completed within prescribed deadlines.
- Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- Performs miscellaneous job-related duties as assigned

EDUCATION AND EXPERIENCE: Graduation from an accredited Physician's Assistant Post Graduate Program (ARC-PA); Passed the Physician Assistant National Certifying Exam (PANCE) OR Graduate of MSN or DNP CCNE accredited FNP or Adult Health Nurse Practitioner program. Certification through ANCC or AANP. Licensed to practice in the State of MI. Five years experience preferred. Experience with Native American population preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

State of Michigan Certified Physician's Assistant License or Nurse Practitioner License; State of Michigan Controlled Substance Abuse License; CPR Certified; BLS certified.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of primary care principles and practices. Knowledge of patient care charts and patient histories. Ability to perform medical examinations using standard medical procedures. Ability to react calmly and effectively in emergency situations. Knowledge of drugs and their indications, contraindications, dosing, side effects, and proper administration. Knowledge of CPR and emergency medical procedures. Ability to clearly communicate medical information to professional practitioners and/or the general public, verbally and in writing. Ability to maintain quality, safety, and/or infection control standards. Ability to make administrative and procedural decisions. Knowledge of clinical operations and procedures. Ability to observe, assess, and record symptoms, reactions, and progress. Excellent computer skills in preparing and maintaining patient electronic charts. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment. Ability to work successfully in a team environment.

COMMENTS:

Indian preference will apply. Candidates must pass a comprehensive background investigation. Individual must take a TB test and get annual influenza vaccination due to working in a healthcare environment.