

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: May 12, 2022

CLOSING DATE: May 27, 2022

NURSE PRACTITIONER

JOB STATUS:

Nurse Practitioner

Career Field: Medical

Pay Range: \$48.14 – \$62.59 per hr.

Category: A-10

Status/Term: Exempt, Full-time,

LOCATION:

Penobscot Nation

Health Department

Classification: Full-time, Exempt

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Required: Master's Degree in Nursing. 3-5 Years Clinical Experience. Valid State of Maine Nursing License. Valid Federal DEA License. BLS Certification. Preferred: DATA 2000 Waiver. ACLS Certification.

Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures. Indian Preference will be adhered to in accordance with Penobscot Nation's personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
 - Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Family Nurse Practitioner

Department: Health Department

Reports To: Medical Director

Rate of Pay/Category: \$48.14 - \$62.59 / A10

Status/Term: Exempt/Full-time

JOB SUMMARY:

Incumbent will provide a wide range of primary, acute and specialty healthcare services, both autonomously and in partnership with other healthcare professionals. These services include managing a patient's overall care; prescribing medications and treatments; ordering, conducting and interpreting diagnostic tests, such as x-rays, EKGs and lab work; diagnosing and treating chronic and acute conditions, including injuries, infections, diabetes and high blood pressure; performing invasive procedures; counseling; and educating patients on positive health-promoting lifestyle choices and disease, injury and illness prevention.

ESSENTIAL DUTIES/RESPONSIBILITIES:

A. Administration

1. Coordinates and consults with the community health, dental, and substance abuse/counseling services programs.
2. Be responsible for following confidentiality procedures as outlines in the Privacy Act and HIPAA
3. Responsible for referrals of medical patients for specialized treatment when the patient's medical needs are beyond the limits of the medical facility and/or beyond the scope of the medical provider. Maintains positive external relationships while coordinating referral services with other medical practitioners and medical facilities. Reviews and recommends coordination of services in a positive and collaborative manner within PNHD. Works within approved budget constraints.
4. Maintains records in compliance with professional, federal and other applicable guidelines; ensures compliance with all accrediting agencies and with PNHD policies and procedures.

B. Patient Care

1. Delivers and Provides medical screening, evaluation, diagnosis, treatment, and prevention services to all eligible patients of the tribal clinic as ambulatory and obstetrical care.

2. Provides education to patients and/or families based on current condition as part of treatment plan.
3. Analyzes patient reports and findings; prescribes medications and administers treatment plans.
4. Provide for appropriate screening programs for health risk factors
5. Documents all patient visits following the patient visit; and executes various tests.
6. Reviews patient records as needed with the Physician and Non-physician providers.
7. Provide for the timely completion of requests for information regarding disability and insurance claims
8. Routine duties shall include providing medical care and public health services to individuals eligible for services provide by the IHS in homes, schools, clinics, job sites, and other community locations within the Penobscot Nation's Contract Health Services Delivery Area

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Master's Degree in Nursing
3-5 Years Clinical Experience

LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

Required:

Valid State of Maine Nursing License
Valid Federal DEA License
BLS Certification

Preferred:

DATA 2000 Waiver
ACLS Certification

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., physical requirements of position, job environment/conditions)

Physical demands include activities associated with providing direct care in an ambulatory clinic, inpatient services, on-call and participation in meetings.

Most work performed in an outpatient clinical setting. Exposure to communicable diseases and other conditions in a clinic environment.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request