

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: October 13, 2023

CLOSING DATE: October 27, 2023

Community Health Nurse

JOB STATUS:

Community Health Nurse
Career Field: Medical
Pay Range: \$30.17-\$43.11 per hr.
Category: A-8
Status/Term: Non-Exempt, Full-time

LOCATION:

Penobscot Nation
Health Department
Classification: Full-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

3 years' clinical experience preferred
Experience using an electronic medical records system
Demonstrated ability to work independently
Community health experience preferred
Registered Nurse with Valid State of Maine license
BLS CPR Certification
Native American Preference will be adhered to in accordance with the Penobscot Nation 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: Community Health Nurse

Department: Health Department / Medical

Reports To: Medical Director

Rate of Pay/Category: \$30.17-43.11 / A-8

Status/Term: Full-time (40 hours) / Non-exempt

JOB SUMMARY:

Responsible for improving the physical and mental wellbeing of the community by ensuring the public health's through disease prevention, treatment, and education.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Collaborates with emergency response planning and training
- Triage urgent or emergent patient care as needed.
- Make urgent appointments and referrals of all off-site care as indicated by provider. Coordinates the scheduling of return appointments, hospital follow-ups, and recall appointments for providers.
- Provide routine health care, as indicated by protocols, for the providers.
- Provide initial emergency care as required per protocols.
- Assist the providers in medical/surgical procedures.
- Provide routine health care screenings, including but not limited to: hearing, vision testing, EKGs, and PFTs.
- Provide necessary routine laboratory procedures in the absence of the Medical Laboratory Technician as requested by the providers.
- Maintain the operative cleanliness of the exam rooms, including the cleaning/sterilization of instruments and equipment.
- Provide necessary patient education for any preparations for X-rays, tests, and other appointments as necessary.
- Provide immunizations as per the State of Maine protocols and serve as Vaccine Coordinator for IMMPACT, the state's immunization registry.
- Maintain/update immunization records for all patients.
- Develop and maintain a system for control of home health care equipment inventory.
- Provide case management for home health care patients.
- Be responsible for following confidentiality procedures as outline in HIPAA.
- Routine duties shall include providing nursing care services to individuals eligible for services provided by IHS in homes, schools, clinics, job sites, and other community locations within the Penobscot Nation Contract Health Service Delivery Area.
- Supervise patient medical transportation services, including on-site driver.
- Conduct safe home assessments and DME requests for Housing Dept. as needed.
- Assists in developing, evaluating, and implementing professional development education.

- Manages Public Health Durable Medical Equipment Budget.
- As duties as assigned by supervisor.

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

3 years' clinical experience preferred
Experience using an electronic medical records system
Demonstrated ability to work independently
Community health experience preferred

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

Registered Nurse with Valid State of Maine license
BLS CPR Certification

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must occasionally lift and/or move up to 25 pounds. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting. Local travel and some travel outside the area will be required.

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