

# KEWEENAW BAY INDIAN COMMUNITY

**Keweenaw Bay Tribal Center**  
**16429 Beartown Road**  
**Baraga, Michigan 49908**  
**Phone (906) 353-6623**  
**Fax (906) 353-7540**

## 2019 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
GARY F. LOONSFOOT, JR., Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
DALE F. GOODREAU  
RANDALL R. HAATAJA  
KIM KLOPSTEIN  
MICHAEL F. LAFERNIER, SR.  
RODNEY LOONSFOOT  
ELIZABETH D. MAYO

## REGISTERED NURSE (RN)

One (1) Full-time, Non-exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- Minimum of three (3) Professional Letters of Recommendation
- Copy of current RN Licensure
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4040 or 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** May 15, 2019

**Closing Date:** May 29, 2019 or Until Filled

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## POSITION ANNOUNCEMENT

**POSITION:** Registered Nurse (RN)  
Full-time, Non-Exempt position

**LOCATION:** KBIC Health System Medical Clinic  
Baraga, MI 49908

**SUPERVISORY CONTROL:** Lead RN

**SALARY:** Grade 10 (Minimum starting wage of \$18.37/hour)

### **QUALIFICATIONS:**

- Current Registered Nurse licensure. *If licensed in another state, must obtain licensure from the State of Michigan within 90 days of employment.*
- General knowledge or experience working with the Native American community preferred.
- Basic computer skills required. Experience working with Microsoft Office and Electronic Medical Records (EMRs) preferred.
- Ability to work effectively with others for timely job completion.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug screening, and a pre-employment physical.

### **MANDATORY ANNUAL REQUIREMENTS:**

- CPR Training
- Universal Precautions
- TB Skin Test
- HIPAA Training

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

### **DUTIES AND RESPONSIBILITIES:**

1. Abides by the American Nurses Association (ANA) code of ethics..
2. Delegates activities appropriately to ancillary nursing personnel.
3. Maintains strict confidentiality in accordance with the standards of the Indian Health Services and the Health Insurance Portability and Accountability Act (HIPAA).

4. Uses Universal Precautions for anticipated contact with bodily fluids or other infectious materials.
5. Promotes professional working relationships with members of the health care team.
6. Compiles monthly reports for Medical Clinic.
7. Inventories and secures all medications.
8. Assists in the maintenance of the KBIC Health System Referral log.
9. Responsible for the assessment, plan of care, implementation/intervention concerning the patient.  
Duties include:
  - a) Obtaining vital signs.
  - b) Completing patient assessment/observation; monitoring and reporting patient's vital signs and symptoms.
  - c) Preparing patients for examinations and procedures.
  - d) Operating and maintaining medical equipment.
  - e) Performing blood sugar, urine and hematocrit testing.
  - f) Collecting routine lab specimens for processing.
  - g) Maintaining patient flow throughout the Clinic.
  - h) Recalling patients for follow up care.
  - i) Performing chart reviews.
  - j) Collecting and compiling medical data.
  - k) Identifying patient problems and devise a nursing care plan to meet the needs of the patient.
  - l) Prioritizing nursing care based on the nursing care plan and patient acuity level.
  - m) Evaluating and documenting patient response to plan of care.
  - n) Coordinating non-nursing disciplines to implement individualized plan of care.
  - o) Notifying the physician concerning patient status changes
  - p) Teaching the patient and/or family the individual patient care needs.
  - q) Preparing medication refills for patients as requested.
  - r) Redressing bandages and performing other wound care, as needed.
  - s) Documenting in daily logs.
  - t) Submitting daily charge codes.
  - u) Maintaining a patient advocacy assuring the compliance with patient rights.
  - v) Reviewing physician orders and insures appropriate integration with the patient plan of care.
  - w) Communicating rationale for physician and nursing interventions to the patient and/or family.
10. Other duties as assigned by supervisor.

***This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.***

**DISTRIBUTION DATE:** May 15, 2019

**CLOSING DATE:** May 29, 2019 or Until Filled

CEO APPROVAL: \_\_\_\_\_



Date: \_\_\_\_\_

5/15/19



## *Qualification Sheet*

Name: \_\_\_\_\_

POSITION: **Registered Nurse (RN)**

**Please list your specific experience and knowledge in regards to the following qualifications:**

Current Registered Nurse licensure. If licensed in another state, must obtain licensure from the State of Michigan within 90 days of employment.

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General knowledge or experience working with the Native American community preferred.

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Basic computer skills required. Experience working with Microsoft Office and Electronic Medical Records (EMRs) preferred.

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