



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax Number: (701) 627-2809

EXEMPT X
NON-EXEMPT —

POSITION DESCRIPTION

POSITION: Pediatric Nurse Practitioner
RESPONSIBLE TO: Chief Medical Officer
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

- 1) Position serves primarily as Pediatric Nurse Practitioner / Primary Care Provider for the TAT Health Care System / Elbowoods Memorial Health Center. The Pediatric Nurse Practitioner is responsible for performing advance practice sessions within the scope of his/her license and training.
 - a) **Job Summary – under CMO supervision**
 - i) Conduct comprehensive history and physical examinations.
 - ii) Establish medical assessment for acute/chronic health problems and develop care plans. Plans will include objective testing, medications, and consultant services.
 - iii) Order, perform, and interpret laboratory tests.
 - iv) Perform procedures as per demonstrated competence and privileges.
 - v) Provide urgent care: PNP will have current ALS, ACLS, PALS, and will provide primary intervention until EMS arrives.
 - vi) PNP functions in accordance with the Pediatric Nurse Practitioner Certification Act.
- 2) Represents TAT Health Care Centers in a highly professional manner.
- 3) Establishes positive communications with all departments of EMHC to assure stable operations.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.

- 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Graduate of an accredited college or university with a Master's Degree in Advanced Practice Nursing, current license (RN and APN) to practice as an Advance Practice Nurse in the State of North Dakota, and certification as an Advance Practice Nurse from PNCB or ANC certification agencies, **REQUIRED**. *Must submit copies with application.*
- Computer knowledge and proficiency, **REQUIRED**.
- Possession of a current, valid State Driver's License, reliable transportation, and telephone, **REQUIRED**.
- Excellent verbal and written communication skills, **REQUIRED**.
- Must be responsible, dependable, and able to maintain confidentiality of information. **REQUIRED**
- Must submit to clear Criminal Records Background Check. **REQUIRED**
- Must submit to an Alcohol/Drug Screen and random testing as per policy. **REQUIRED**
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Frequent exposure to patients and employees (co-workers, providers and administration).
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common to a clinic environment.
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 40 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations.
- Shift work may be required.

- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resource Dept.
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.