



# *Sokaogon Chippewa Community*

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275

*www.sokaogonchippewa.com*



**Position:** Public Health Nurse  
**Salary:** Commensurate with Education/Experience  
**Hours:** Full-time – 40 hours  
**Reports to:** Health Director

## **Job Summary:**

*The Public Health Nurse is an advanced and specialized-level nursing position that utilizes the nursing process of data gathering, assessment, planning, intervention and evaluation in providing preventative, primary and rehabilitative care to individuals, families and the community, with a focus on Health Promotion/Disease Prevention activities.*

## **Duties/Responsibilities:**

### *Community Intervention:*

- Monitors health status to identify community health problems, and diagnoses and investigates health problems and health hazards.
- Conducts and participates in community assessment to develop a plan of action.
- Conducts community analysis in partnership with Community Health Representatives (CHRs), and in collaboration with other public health or health care professionals.
- Monitors community health status, evaluates health trends and risk factors of population groups.
- Collects data in a systematic and organized manner, i.e., demographic, immunization, etc.
- Analyzes the collected assessment data.
- Investigates health problems and hazards. i.e., communicable diseases.
- Recognizes signs and symptoms of major illness categories and utilizes nursing assessments for appropriate interventions.
- Coordinates patient care activities related to physician and other medical staff orders to ensure continuity of care.
- Consults, advises and collaborates with individuals, families, communities and local, state, and federal systems.
- Determines priorities for targeted interventions; designs interventions to mobilize resources for action.
- Collaborates in the development and use of policies and plans that support individual, family, and community health efforts.

### *Public Health Education:*

- Shares health information and collaborates with patients/families and other community resources.
- Provides health education to individuals, families and community groups in various settings, i.e., school, or community clinics (flu).
- Ensures that current epidemiological processes are followed.

### *Nursing Care:*

- Provides professional nursing care to patients by assessing patient needs and developing plans of care
- Consults with health care team members, i.e., case management with health care providers.

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**



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- Administers the therapeutic measures as prescribed by the health team.
- Evaluates and reassesses patient needs.
- Using the nursing process and the IHS PHN documentation guidelines, charts patient encounters into the Electronic Health Record (EHR).

#### *Other Job Duties:*

- Participates with assessing, planning, and coordinating PHN services.
- Participates in continuous evaluation of program and services, and performance improvement.
- Participates in the development of standards of care.
- Evaluates outcomes of interventions to continually improve population-based care.
- Uses literature based best practices.
- Participates in staff and committee meetings, in-service education programs and quality improvement studies and activities.
- Perform other duties as assigned.

#### **Qualifications:**

- Bachelor's Degree in Nursing from an accredited college or university or Direct Entry Master of Science in Nursing from an accredited college or university.
- Licensed as a Registered Nurse by a Board of Nursing.
- Must maintain continuing education for nursing licensure current.
- Current CPR certificate preferred.
- One year of experience in a clinical setting (may include internship).
- Must have the ability to communicate effectively orally and in writing; and the ability to follow oral and written instructions.
- Must possess sufficient written and verbal communication skills to be able to interact with medical professionals, vendors, and agencies in a professional manner, developing rapport and enhancing business relationships.
- Must have the ability to work in an independent and self-directed manner and assume individual initiative. Must be willing and have the ability to accept supervision and to follow directions.
- Must possess skill in using computers and other office equipment; in composing correspondence; managing filing systems; gathering and summarizing information; and in planning, organizing, prioritizing, and executing complicated and continuing assignments.
- Must have the ability to correctly enter narratives and medical information into Next Gen and the electronic health records system.
- Experience with and the ability to operate Microsoft Office software is required.
- Experience working with the RPMS computer system is preferred.
- Must have the ability to maintain confidentiality and handle sensitive matters with discretion and tact.
- Must have a general knowledge of and the ability to maintain HIPAA privacy requirements.
- Knowledge of the Sokaogon Chippewa Community and culture preferred.

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*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications and resumes to:

Sokaogon Chippewa Community

HR Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

Posting Date: October 20, 2023

Closing Date: Until Filled

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