

**TUNICA BILOXI TRIBE OF LOUISIANA  
MEMORANDUM**

Job Announcement

**DATE:** December 18, 2025  
**FROM:** Human Resources Department  
**RE:** License Practical Nurse

The Human Resources Department is currently taking applications for a License Practical Nurse (LPN) in the Health Department. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at [www.tunicabiloxi.org](http://www.tunicabiloxi.org) and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until December 26, 2025, at 4.00 p.m.

**Date and hour posted:** \_\_\_\_\_: \_\_\_\_\_. m.

**Date and hour removed:** \_\_\_\_\_: \_\_\_\_\_. m.



## LICENSED PRACTICAL NURSE JOB DESCRIPTION

**Job Title:** Licensed Practical Nurse  
**Reports to:** Clinic Director  
**Classification:** non-exempt  
**Supervisory Status:** non-supervisory

**Department:** Health  
**Employment Status:** Full-Time  
**Salary Range:** \$17 to \$25/hour  
**Revision Date:** December 2025

### **Summary:**

The Licensed Practical Nurse (LPN) will provide for the direct care, treatment, and general welfare of the Tunica Biloxi Tribe citizens and community members. The LPN will assist in the provision of clinical and community healthcare in an ambulatory care team setting in supportive tasks, demonstrating technical proficiencies of patient care, while promoting health and wellness.

### **Essential Duties and Responsibilities:**

- Assists medical team in implementation of protocols, procedures, and programs to improve overall health and safety of staff and individuals.
- Collect data and collaborate in the assessment of patient health status by aiding with patient flow by taking vital signs, reviewing medical history, collecting specimens, administering medication, injections, including vaccinations under the direct supervision of the Nurse Practitioner
- Develops and facilitate health and wellness teachings and counseling to promote, attain, and maintain the optimum health level of patients, as delegated.
- Establishes, maintains, and documents therapeutic relationships with patients, such as reality orientation and one to one and /or small group interactions.
- Participates in work groups, teams and/or committees and supports the facility performance improvement activities and organizational goals.
- Establishes constructive relationships with individuals and promotes positive relationships, communications.
- Assists with intake and completes clinical reminders.
- Ensures that supplies are available, in advance, to provide the required procedure or treatment by completing inventory reports.
- Completes all other duties as assigned.

### **Competencies:**

- Knowledge of nursing care principles, practices, and procedures.
- Ability to apply sound nursing judgment in patient care management decisions.
- Ability to demonstrate proficiency and communicate effectively with patients to understand concerns and evaluate health conditions.
- Knowledge of available health care and health maintenance programs and resources.
- Demonstrate a working knowledge of clinical standards and patient-centered care.
- Maintains professional knowledge and skills by attending appropriate service and continuing education programs.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

- A Nursing diploma for a technical certification program is required.
- Minimum of five (5) years of experience in an outpatient or ambulatory clinic or hospital

**Certificates and Licenses:**

- Must possess an active Nursing license in the State of Louisiana
- Any disciplinary findings, actions or judgments made against an applicant must be completed in good standing with the appropriate advisory board; written explanation and justification of any findings must be provided upon request, before hire can be made.
- HIPAA certification required
- Current AED, CPR, and/or BLS certification required.
- Must possess a valid State Driver's License and be insurable to drive company vehicles.
- Must successfully pass a criminal background check.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in an office setting with a noise level that is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires walking, sitting, standing, reaching, and bending. Must be able to lift up to 5-10 lbs.

*This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.**

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested, including Tribal Role #, Certificate of Enrollment or Proof of Enrollment #; or

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

**NATIVE AMERICAN PREFERENCE:**

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica Biloxi Tribe of Louisiana.

**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

**Tunica Biloxi Tribe of Louisiana**

**Attn: Human Resources**

**150 Melacon Rd.**

**Marksville, La. 71351**

**or**

**[HR@tunica.org](mailto:HR@tunica.org)**