



<b>Job Position:</b> Nurse Practitioner	<b>Status:</b> Part Time/Exempt
<b>Division:</b> Health Department	<b>Salary:</b> Based on Experience
<b>Posting Date:</b> September 10, 2020	<b>Closing Date:</b> September 25, 2020

### **Job Description**

#### **Summary:**

The Nurse Practitioner (NP) is responsible for all aspects of patient care, including diagnosis, treatments, and consultations as allowed within the tribal health agreement. The NP will function within the scope delineated by the NP training and education. In an ambulatory and out-patient environment, the NP is responsible for participating in development, execution and periodic review of the written policies governing the program services and activities prescribed in the tribal health funding agreement.

**Essential Duties and Responsibilities** include the following.

- Assist in the development and implementation of an ambulatory health care system as prescribed in the tribal health agreement to meet the health needs of the tribal community.
- Develop and conduct health education classes and/or specialty clinic.
- Engage with other health professionals to develop treatment protocols, standards of practice, and policies.
- Participate in quality improvement activities, including audits, chart review, development of review criteria, and development of plans for improving performance, and evaluation of the effectiveness of actions to improve performance.
- Reviews and critique current research, offering recommendations to medical staff to adapt to current practices.
- Conduct a health and developmental history from the patient and/or family member and performs a physical examination.
- Orders and/or performs screening, diagnostic tests, and procedures to provide direct physical and psychological care in emergencies and in the presence of illness or disability to maintain life.
- Maintain patient records by documenting data, patient assessments and care plans.
- Formulate and implement a care plan, prescribe medications to treat symptoms, and monitor medical regimens.
- Performs other duties assigned.

#### **Competencies:**

- Ability to analyze and evaluate evidence based, patient-centered care;
- Advanced knowledge of a health care delivery system;
- Knowledge of scientific fundamentals in practices for quality health care;
- Ability to incorporate cutting edge technologies to improve healthcare;

- Must be able to prioritize workflow on a daily basis;
- Must be able to effectively communicate in written and spoken form with individuals of various education and diverse backgrounds;

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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 Master's degree in Nursing is required; A Doctorate in Nursing is a plus.  
AND have 5 years of nursing experience in an urgent care, emergency room or primary care setting, preferably 2 years of experience in the Nurse Practitioner role.

- Ability to interpret medical technology and understanding of human anatomy and physiology
- Verifiable working knowledge of clinical standards and patient-centered care in Medical Services, Primary Care Medical Clinic, and Administrative Operations in a clinic setting.
- Working knowledge of public health principles, issues, and health care systems
- Ability to counsel and teach to promote understanding of preventive care and health maintenance.
- Knowledge of federal, state and local laws and regulations governing the nurse practitioner, policy and medical principles

**Certificates and Licenses:**

- Must possess a valid Nurse Practitioners license
- Must possess a valid State Driver's License
- Must successfully pass a criminal background check

**Supervisory Responsibilities:**

This job has 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 noise level in the work environment is typical of that of an office.

**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. Candidate must be able to lift up to 100 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.**

**SELECTION PROCESS:**

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; 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.

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.

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**