



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Registered Nurse – Care Coordinator**
SUPERVISOR: Gookomis Endaad Administrator
LOCATION: Gookomis Endaad Residential Treatment Center and Ombedam Endaad
(Transitional Living Houses)
POST DATE: **December 17, 2018**
CLOSING DATE: **Open until Filled**

General Description: The Registered Nurse, Care Coordinator position will be a key role in identifying patients in need of MAT and in ensuring smooth transitions between other agencies and Gookomis Endaad which provides various important behavioral health and social services to ensure that the patient is successful in the MAT process. The Care Coordinator will also initiate screenings and assessments as patients are identified. Additionally, the Care Coordinator will be an integral member of our treatment team at Gookomis Endaad (Treatment Facility) and Ombedam Endaad (Transitional Living Homes) and be responsible for data collection and communication of that data related to applicable grant(s) and providing direct resident care.

Qualifications: Registered Nurse licensure is required. Clinical knowledge, and experience is required. Experience working in a CBRF and principles of mental health and AODA treatment modalities preferred. Case management experience preferred.

Salary: \$22.00 to \$25.00/hr. Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Registered Nurse

B. DEPARTMENT: Gookomis Endaad Residential Treatment Facility and Ombadam Endaad (Hope House)

C. SUPERVISOR'S TITLE: Healing & Wellness Administrator

DESCRIPTION OF DUTIES: The Registered Nurse, Care Coordinator position will be a key role in identifying patients in need of MAT and in ensuring smooth transitions between agencies providing various important behavioral health and social services to ensure that the patient is successful in the MAT process and necessary data collection and reporting. The Nurse will also initiate screenings and assessments as patients are identified. Additionally, the Nurse will be an integral member of our treatment team at Gookomis Endaad (Treatment Facility) and Ombadam Endaad (Transitional Living Homes) and be responsible for data collection and communication of that data related to applicable grant(s) and providing direct resident care. Other duties include intake orientation; registration of residents, gathering data all financial resources are utilized; and referring to other services that are more applicable to meet resident's needs if determined inappropriate for services or availability.

This position is responsible for providing a therapeutic and culturally sensitive environment to assure the safety, welfare and medical needs of the residents are met through case management during treatment and at discharge. Specific Responsibilities include but are not limited to:

1. Work as part of the team that includes the Medical Director, Administrator, clinical team, Case Manager and support staff with intake and care management related activities.
2. Attends and actively participates in clinical and support staff meetings providing leadership, advice and expertise on clinical nursing issues.
3. Ensure pre-admission criteria are met prior to admittance (i.e. Tuberculosis screen, physical).
4. Ensures effective, professional communications within and outside of the facility to effectively resolve routine issues relating to resident care and services.
5. Registers all admissions in the electronic health record.
6. Completes necessary assessments and record keeping for the Community Re-Entry Program, which utilizes MAT.
7. Conducts patient screenings, assessments and evaluations to include Initial assessment of social, medical, mental health substance abuse and medication history.
8. Provide patient education regarding MAT.
9. Coordinate referral for MAT.
10. Assist in monitoring of patients on MAT.
11. Keep the clinical team and referral sources informed on the residents' status.
12. Manage treatment services.

13. Educates residents as needed about related recovery programs and informs residents about mental health services, social services and other programs or services related to their recovery while working closely with the Case Manager and clinical staff.
14. Coordinates referrals and follow-up activities as needed to link patients with recovery-related support, mental health, and medical, financial and health care coverage services.
15. Conduct drug testing.
16. Manage follow-up care and treatment follow-ups.
17. Works with pharmacy and the treatment team in obtaining medication orders, prescriptions, refills, and communication as needed follow State and Federal guidelines in providing care to opioid dependent patients in collaboration with licensed, prescribing physicians and pharmacy.
18. Ensure connections to both treatment and ongoing MAT services are documented in treatment plan.
19. Participate in data collection.
20. Facilitate referrals for infectious disease screenings.
21. Assist in securing or providing transportation to/from incarceration and/or clinical appointments as needed.
22. Coordinates clerical resident care activities and/or specialized technical duties to assure accurate and expedited patient check-in, including obtaining consents for care and referral information
23. Assists with completion of resident forms, applications, and other paperwork. Completes appropriate documentation for referral to other clinical programs when necessary.
24. Maintains strict confidentiality of medical and program records.
25. Provides summary reports to the Medical Director and Administrator.
26. Completes data collection forms for residents; ensures accurate entry into electronic medical record and state reporting tools. Collects pertinent data using appropriate assessment techniques.

Work with residents to plan and monitor care:

27. Assess resident's unmet health and social needs.
28. Develop a care plan with the patient, family/caregiver(s) and providers (emergency plan, health management plan, medical summary, and ongoing action plan, as appropriate).
29. Monitor adherence to care plans, evaluate effectiveness, monitor client progress in a timely manner, and facilitate changes as needed.
30. Create ongoing processes for client and family/caregiver(s) to determine and request the level of care coordination support they desire at any given point in time.
31. Facilitate client access to appropriate medical and specialty providers.
32. Assist with the identification of "high-risk" residents (the chronically ill and those with special health care needs) and add these to the patient record.
33. Attend all Care Coordinator training courses/webinars and meetings as requested.
34. Provide feedback for the improvement of the Community Re-Entry Program.

Program Outreach

35. Conducts outreach to clinicians, nurses and other staff in the organization to inform them about medication assisted treatment, Gookomis Endaad's treatment program and the services available for aftercare and transitional living homes.
36. Works to raise awareness about the Community Re-Entry program in the community.
37. Develops and maintain procedural standards for outreach efforts, including what requires data entry.

Office Tasks

38. Performs office tasks as needed including distribution of mail, creation of clinic-specific patient packets, and processing loose medical records papers.
39. Responds to inquiries by the appropriate route (telephone, fax, or email) and route to the appropriate individual.
40. Provides support in data management and tracking as needed, and consistently meet assigned timelines.
41. Demonstrates excellent time management skills by prioritizing appropriately when busy, and effectively utilizing downtime in productive manner.
42. Process improvements and solutions.

Resident Care:

43. Complete Individual Service Plans for each resident updates in accordance with mandated guidelines that are documented in the resident's electronic health record.
44. Creates and maintains effective interpersonal/working relationships with residents, other medical providers and residents to support coordination and provision of services.
45. Ensures resident confidentiality; demonstrates complete discretion when discussing resident information.
46. Prepare daily log entries, incident reports and other required paperwork to ensure the program meets the standards.
47. Utilizes computer to record resident encounters, compile data and prepare and submit routine reports as needed.
48. Administers medications and maintains appropriate, accurate documentation for daily, refused, discharge and destroyed medications.
49. Obtains and maintains competencies in professional standards, resident rights, dual diagnosis, infection control, CPR, First Aid, CBRF policy and procedures as well as other required competencies.
50. Develops and delivers healthcare education to staff and residents or other forms of training/education as part of the facilities program.
51. Includes transporting residents, physical assistance, close supervision, and other such duties.
52. Assist as needed with facility tasks and prioritization to meet deadlines and regulatory requirements.
53. Assist support staff with the intake and processing of residents into and at discharge from the facility.

54. Assist in the coordination and participation in the resident's aftercare services to Ombadam Endaad and other services.
55. Ensure integration and incorporation of Anishinaabeg culture and values throughout daily programming and interaction with residents.
56. Assists Recovery Coaches in their daily duties as required.
57. Develop and deliver educational in-services in an individual and group setting to residents and other professionals.
58. Other related duties as assigned to provide quality recovery services.

D. Internal: Constant contact with administration, care team, residents and support staff.

External: Frequent contact with referral sources, families, providers, pharmacy staff and other clinical providers and case managers.

E. SUPERVISORY RESPONSIBILITIES: None

F. SUPERVISION RECEIVED: Healing & Wellness Administrator

G. EDUCATION:

- Current unrestricted Registered Nurse license for the State of Wisconsin.

H. EXPERIENCE:

- At least two years of prior experience working in a behavioral health clinical setting is required.
- Experience or knowledge of mental health and AODA principles is preferred.
- At least two years of working in a CBRF or long-term care facility is a plus.
- At least one year of providing medical case management is a plus.
- Knowledge of or willingness to learn and train in interviewing, crisis intervention, building rapport with residents, and electronic health records recording skills.
- Knowledge and experience or willingness to learn of Anishinaabeg communities' culture, ceremonial practices, and values is required.

I. SKILLS:

- Administration of prescribed medications in a timely and accurate manner.
- Actively seeking ways to assist administration, treatment team, residents, providers and support staff.
- Ability to monitor and record resident conditions accurately during treatment or activities.
- Exceptional organizational, computer and clerical skills.
- Strong interpersonal and organizational skills and can work independently with little or no supervision is required.
- Ability to manage time effectively, promote positive team culture, and to communicate effectively with team members, residents, referral sources, and through the writing of reports/notes is required.
- Must be able to communicate effectively with a variety of people, including probation and parole, legal, corrections and other professionals.
- Must be able to establish relationships with residents, community members, and staff.
- Proactive approach to intake management and assessment demonstrating leadership skills at all times.

- Understand and practice HIPAA principles to maintain strict confidentiality of residents and families.

J. WORKING ENVIRONMENT:

- 1. Work Conditions:** Occasional periods of moderate to high stress levels while dealing with residents, family members, other providers/professionals and staff. Work varies from outdoor activities to in-doors in a controlled climate area. Local travel is required.
- 2. Exposure to Hazards:** Moderate threat of personal danger or risk. Exposure to communicable and infectious disease.
- 3. Physical Requirements:** Must be able to demonstrate screening and physical examination within the past 3 months or complete screening and physical examination requirements prior to employment. Must be CPR certified or complete necessary training to become certified within 6 months of employment.

K. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Registered Nurse to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, residents and other providers is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each fellow employee, resident, and other providers is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

L. OTHER: Criminal background check required (Caregiver Background and Department of Justice). Must submit to and pass a drug test prior to commencing employment and random thereafter. Must have a current driver's license, reliable personal transportation, proof of current insurance coverage, and insurability under the Band's Auto Insurance Policy.

M. SIGNATURES:

_____	_____	_____	_____
Employee	Date	Manager	Date