



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Behavioral Health Registered Nurse
SUPERVISOR: Family Resource Center Clinical Director
LOCATION: Family Resource Center
POST DATE: March 13, 2025
CLOSING DATE: March 27, 2025

General Description: The primary responsibility of this position is to perform professional patient care in a mental health setting.

Qualifications: Minimum of an Associate Degree from an accredited nursing program. Must hold a current Wisconsin Registered Nurse License with no restrictions or violations with the Wisconsin Nursing Board. Experience working in a behavioral health setting preferred.

Salary: Negotiable depending on experience.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or 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: Behavioral Health Registered Nurse

B. DEPARTMENT: Family Resource Center

C. SUPERVISOR'S TITLE: Family Resource Center Clinical Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to perform professional patient care in a mental health setting. Specific responsibilities include but are not limited to:

1. Performs general nursing care to patients of all ages.
2. Triage patient crisis phone calls and walk-ins scheduling and referring as needed.
3. Observes records and report's patient condition and notes reactions to psychotropic drugs to provider.
4. Screen and assess referrals for providers, including chart preparation for providers.
5. Maintains timely and efficient flow of patients.
6. Greets patients and prepares them for provider. Screens patients for appropriate information. Administers mental health questionnaire and any other pertinent paperwork.
7. Responsible for appropriate and clear patient education and instructions regarding treatment plan. Instructs patient and family members regarding treatment plan.
8. Responds to and refers telephone calls. Instructs patient and family members regarding treatment plan.
9. Maintains and reviews patients' records charts and other pertinent information.
10. Responsible for ordering lab and other diagnostic tests under the direction of Psychiatric Provider and reporting diagnostic test results to patients and families in a timely manner as instructed by Psychiatric provider.
11. Receive refill requests from pharmacies and patients and set up prescriptions as ordered by provider, process prior authorizations as needed.
12. Ensures cleanliness of office environment according to OSHA provider.
13. Responsible for proper handling and storage of all medications stored in the office.
14. Attend required meetings and participates in committees as requested.
15. Participates in professional development activities and maintains professional affiliations.
16. Maintains patient privacy and security as required by HIPAA and PCHC standards.
17. Coordinates care with PCHC Medical staff and partner organizations as needed as permitted.
18. Assists in policy and procedure review as needed.
19. Works towards achieving implementation and maintaining AAAHC certification and any other applicable organizational certifications.
20. Performs related work duties as required.

E. POSITION RELATIONSHIPS:

1. **Internal:** Must be able to work in a team atmosphere which allows a high level of patient care to be delivered.

2. **External:** Work in a team atmosphere, show professionalism with several specialty practices, hospitals, community resources, public health departments and all other agencies deemed necessary to provide comprehensive care.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: FRC Clinical Director and clinical/medical supervision received from Psychiatric Nurse Provider.

H. EDUCATION: Must hold a minimum of an Associate Degree from an accredited nursing program. Must hold a current Wisconsin Registered Nurse License.

I. EXPERIENCE: Experience working in a behavioral health setting preferred.

J. SKILLS:

1. Knowledge of or experience medication used in a behavioral health setting.
2. Knowledge of and experience with behavioral health patients.
3. Must possess excellent customer service skills.
4. Must possess general nursing knowledge and standards of nursing practices.
5. Electronic medical record management.
6. Knowledge of mental health medications.
7. Works as part of a team with clinical staff in a collegial and collaborative relationship in which each understands and accepts the contributions and limitation of the other.
8. Working knowledge of the socio-cultural factors associated with the community's use of social and health care services necessary.
9. Ability to establish and maintain effective working relationships with public, patients, community groups and organizations.
10. Knowledge or organizational policies, regulations and procedures to administer safe and effective patient care.
11. Ability to communicate orally and in writing and ability to present information to various audiences.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed in a mental health setting.
2. **Exposure to Hazards:** May be exposed to situations where a patient's behavior may create undesirable conditions.
3. **Physical Requirements:** Must be able to sit for extended periods of time. Must be able to perform computer related work for extended periods of time.

L. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Behavioral Health Nurse to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee 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 subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Criminal background check applicable to the job description. Must be Basic Life Support certified or able to obtain certification within 6 months of hire. Employee must show proof of immunity to measles, mumps, rubella, Hepatitis B, Td/Tdap (tetanus/diphtheria/pertussis) and varicella at the time of employment, and submit to a TB. Must submit to FIT testing for N95. Must submit to and pass a drug test prior to commencing employment and random thereafter. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lake du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee	Date	Manager	Date
Previously signed		Previously signed	
HHS Administrator	Date	Human Resources Director	Date