



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: Maternal-Child Health Nurse/Rural Infant (RIH) Coordinator
SUPERVISOR: Community Health Department Supervisor
LOCATION: Community Health Department
POST DATE: March 18, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide and coordinate women of child-bearing age, comprehensive inter-disciplinary services for perinatal women, infants and children birth to 18 years and their families that live on or near the Lac du Flambeau Reservation in order to improve infant mortality and the health of infants, children and families.

Qualifications: Current R.N. License in the State of Wisconsin required. Experience in obstetrics, perinatal health management, pediatrics and community health preferred. Experience and knowledge working with Native American communities preferred. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary:

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: Maternal-Child Health Nurse/Rural Infant Health (RIH) Coordinator

B. DEPARTMENT: Community Health Department

C. SUPERVISOR'S TITLE: Community Health Department Supervisor

D. DESCRIPTION OF DUTIES: Provide and coordinate women of child-bearing age, comprehensive inter-disciplinary services for perinatal women, infants and children from birth to 18 years and their families that live on or near the Lac du Flambeau Reservation in order to improve infant mortality and the health of infants, children and families. Specific responsibilities include but are not limited to the following:

1. Maintain confidentiality according to HIPAA standards.
2. Apply case management concepts to develop a plan of care for perinatal women and their families including completion of SPHERE prenatal, infant and postpartum assessments.
3. Provide prenatal care coordination (PNCC) to prenatal women and children.
4. Provide home visits for assessment, education, and follow-up support services.
5. Screen for depression once in pregnancy and once in post-partum using the Edinburgh Depression Screening Tool; referring to appropriate services with the client's consent.
6. Provide MCH nurse serviced for five WIC days per month.
7. Provide health education to perinatal women and their families.
8. Work with PCHC and other OB care providers to meet other perinatal needs by attending monthly prenatal meetings at PCHC.
9. Educate and refer perinatal women and families to available community resources (i.e. Family Resource Center, Indian Child Welfare, Economic Support, etc.)
10. Promote family compliance with comprehensive well-child exams and immunizations for perinatal women and their families; administer immunizations when indicated, recording in the electronic health record and the Wisconsin Immunization Registry (WIR).
11. Document statistical data in ROSIE and SPHERE, federal and state documentation systems on a regular basis; review and update data reports to meet grant objectives and performance measures.
12. Document home visits and office visits in the electronic health record of PCHC; if not a PCHC patient, send documentation to provider after Release of Information has been signed.
13. Provide monthly progress reports to Community Health Nursing Supervisor.
14. Assist and attend in local Project Advisory Committee meetings.
15. Support and adhere to established policies and procedures for all programs.
16. Client transportation only when other resources have been exhausted AND the appointment is urgent.

17. Collect and report data via the Wisconsin Electronic Disease Surveillance System (WEDSS).
18. Must attend all mandatory meetings and participate in training and development activities as requested.
19. Administer, document and report pregnancy testing.
20. Administer, document and report Depo Provera.
21. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
22. Works toward achieving implementation of AAAHC and PHAB certifications and conducts appropriate follow-up.
23. Participates in the DEC Leadership and DEC Work Group and attend all relevant meetings.
24. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequently communicates with departments at the William Wildcat Tribal Center, medical staff and ancillary services on a daily basis. In addition, initiates referrals to Family Resource Center, Economic Support, Aging and Long-Term Care, Human Resources, and Employee Benefits.
2. **External:** Communicates with individuals and families of all ages in the community, other health care facilities, and other community resources outside the Lac du Flambeau area as needed for continuity of patient care.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Community Health Supervisor

H. EDUCATION: Current Registered Nurse License in the State of Wisconsin required. CPR certification or the ability to obtain certification within 6 months of employment.

I. EXPERIENCE: Experience in obstetrics, perinatal health management, pediatrics and community health preferred. Experience and knowledge working with Native American communities preferred.

J. SKILLS:

1. Proficient written and verbal communication skills.
2. Ability to work independently, as well in groups.
3. Excellent organizational skills.
4. Ability to teach, negotiate and collaborate with multi-disciplinary groups with a client/family focus.
5. Working knowledge of community resources.
6. Strong knowledge base in clinical aspects of care.
7. Ability to honor client choice.
8. Ability to maintain a holistic focus to link other care-team members.
9. Ability to develop, implement and evaluate client care.

