



# Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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## **JOB VACANCY:**

### **FAMILY NURSE PRACTITIONER**

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**ANNOUNCEMENT DATE:** May 7, 2018

**CLOSING DATE:** When Filled

**POSITION TITLE:** Family Nurse Practitioner

**POSITION BEGINS:** When Filled

**POSITION TYPE:** Part Time: Classified @ 24 hours/week

**SALARY:** DOE

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**POSITION SUMMARY:** Within licensed authority, provide chronic, acute, and emergent examinations for both Indian Health Service (IHS) Beneficiaries and the general public at the Ninilchik Traditional Council Community Clinic (NTCCC). Patients include maternity, pediatric, contagious disease, injuries and all other categories.

#### **JOB DUTIES:**

Performs assessment and treatment.

- Reviews medical records, lab and x-ray reports; determines diagnosis, institutes treatment, performs follow-up, and alters treatment as indicated.
- Consults with the appropriate specialty physicians regarding specific treatments, diagnoses and other professional matters, not provided at clinic. Provides follow-up with patients upon return of consultations.
- Stresses preventative measures to avoid future health problems as well as stressing the need for patient compliance with prescribed treatment measures.
- Assists staff in radiography skills. Knowledge of x-ray equipment use in safe and functional manner, obtains radiographic studies within scope of practice.
- Provides health care during normal clinic hours at 8 hours per day (9AM – 5PM) three (3) days per week: Tuesday, Wednesday, Thursday, or Wednesday, Thursday and Friday throughout the year.
- Collaborates with other team members to share and establish best practices for the clinic.
- Delivers and directs patient care and prescribes medication within the scope of privileges approved by the Board of Nursing and ANMC/SCF or as assigned.
- Manages acute care and chronic care needs as well as health maintenance, meeting or exceeding clinic expectations for health maintenance standards.
- Performs treatments efficiently while keeping the patient informed and being sensitive to the patient's comfort during the treatment.
- Sets the expectation with the patient by listening to their concerns and addressing those that can be addressed and informing the patient of the course of action to follow for other health concerns.
- Listens for clues that the patient needs additional assistance in understanding the treatment plan or in carrying out the treatment plan.

- Devises and proposes changes and innovations to achieve more effective working relationships and improve performance and services provided and connections with other departments.
- Adheres to agency policy regarding documentation and medical records procedures.
- Fulfills requirements for client reimbursement including obtaining prior authorization, continued care authorization and billing documents.
- Other duties as assigned or directed by the NTC Tribal Health Director or NTC Executive Director.

This position will follow the NTC/Ninilchik Community Clinic's HIPAA policies and procedures. Any breach in confidentiality will lead to termination.

**STATEMENT OF QUALIFICATIONS:**

- Two years active experience preferable
- Current Alaska License for FNP
- Drug Enforcement Administration (DEA) Number or attainable.
- Advanced Cardiac Life Support Certification.
- Prefer applicant who has a year of experience working in a rural setting and has experience with the IHS system.
- Must possess a valid Driver's License and transportation.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills and ability to work with Electronic Health Records.
- Must pass pre-employment drug test, and will be subject to ongoing testing in accordance with NTC policies and procedures.

**INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

**OTHER:**

This position will be under the direct supervision of the NTC Tribal Health Director All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

**APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov) . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information:   Ninilchik Traditional Council  
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