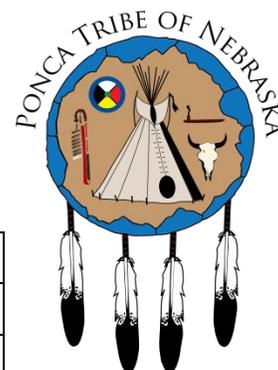


# Ponca Tribe of Nebraska

Family Nurse Practitioner Job Description  
Approved 12/20/2014



|                    |                                    |
|--------------------|------------------------------------|
| Position:          | Family Nurse Practitioner          |
| Division:          | Health                             |
| Department:        | Clinical Services                  |
| Reports To:        | Medical Director                   |
| Location:          | Omaha                              |
| Exempt/Non-Exempt: | Exempt                             |
| Salary:            | Grade 13 (\$68,136.20-\$96,422.48) |
| Classification:    | Full-time                          |

## **Summary:**

This position is located at the Fred LeRoy Health and Wellness Center, Omaha, NE, and is under the direct supervision of the Medical Director. This individual will be primarily responsible for assessing the health status of the patient as related to physical, psychosocial, development, mental health, and providing medical care for ambulatory patients, acute patients, individuals and families in an outpatient medical clinic.

## **Essential Responsibilities and Duties:**

1. Must follow standard medical procedures in examining patients, prescribing and administering medication; and may engage in research to aid in the control and cure of disease.
2. Provide diagnostic, preventative and therapeutic health services within appropriate guidelines to patients and families in an outpatient clinical setting. Responsible for treating illnesses, injuries and chronic conditions with collaboration of a physician.
3. Secures a health and developmental history for the patient and/or parent; records findings and makes critical evaluations.
4. Perform or request special screening and developmental test and laboratory tests and interprets the results.
5. Discriminates between normal and abnormal finds to recognize early stages of serious physical, emotional or mental problems.
6. Make decisions concerning medical care needs of patients with physicians.
7. Provide direct medical care in the presence of illness or disability in order to maintain life, provide comfort, reduce distress and enhance coping ability.
8. Provide surveillance over medical practices applied to stabilize chronically ill persons; adjusts treatments within established guidelines recognizing when to refer the patient to the physician or other health team members.
9. Work collaboratively with physician in management of selected complex medical problems.

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10. Provide emergency services or crisis intervention including life saving emergency procedures in order to stabilize a patient sufficiently to transport to a hospital facility.
11. Evaluate the medical aspects of treatment plans periodically recognizing the need for reassessment by a physician or other health professional.
12. Provide medical care and preventative services, including guidance in nutrition, common illnesses, accidents, child growth and development and child rearing.
13. Maintain records and reports on patients.
14. Collaborate with other professionals and agencies involved in providing health care and services such as immunizations and disease control, environmental health, health education, nursing students and residency training programs.
15. Participate in quality assurance functions of the clinical medical staff including participation and acceptance of leadership roles in a variety of required committees such as Performance Improvement, Outpatient, Safety, Medical Records, and Infection Control.
16. Taking a well ordered approach to solving problems and using sound judgment in making decisions despite obstacles or resistance.
17. Knowledge of principles, practices, methods and techniques in the management of the FLHWC health care delivery system to assist with planning, organizing, implementing, evaluating and recommending changes in programs, functions, services and activities of the FLHWC.
18. Maintains confidentiality.
19. Other duties as assigned.

## **Relationships and Authority:**

Incumbent will have no supervisory authority.

## **Working Environment and Physical Demands:**

This position is located within an outpatient medical clinical setting. Works throughout the clinic area. Sits, stands, bends, lifts and moves intermittently during work hours. Is subject to emotionally upset patients, family members, personnel and visitors.

## **Qualifications:**

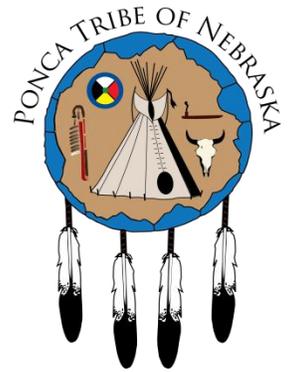
### **Minimum:**

1. Bachelor's degree in nursing or related field.
2. Certified Family Nurse Practitioner through an accredited educational institution; American Nurses Credentialing Center, American Academy of Nurse Practitioners.

# Ponca Tribe of Nebraska

## Family Nurse Practitioner Job Description

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3. Licensed Nurse Practitioner in Nebraska.
4. Two years experience with outpatient medical health programs and services.
5. Computer proficiency in Microsoft Word, Excel, PowerPoint and Access programs.
6. Must possess excellent written and oral communication skills.
7. Must have valid driver's license and be insurable.
8. Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
9. Able and willing to travel.

### Preferred:

1. Masters or Doctorate degree in nursing or related field.
2. One or more years experience as Licensed Nurse Practitioner in Nebraska or a reciprocal state.
3. One or more years experience working with Native Americans or Native American organizations.
4. Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act.

**Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.**

**The Ponca Tribe of Nebraska is an at-will employer.**

**Tribal Council Approval: 12/20/14**