



Nurse Supervisor

Supervised by:	Chief Medical Officer (CMO)
Location:	Sioux Falls, SD
Status:	Full-time (non-exempt)
Salary:	Based on Experience

SDUIH OVERVIEW:

South Dakota Urban Indian Health, Inc. is a mission-driven nonprofit healthcare organization dedicated to delivering high-quality, patient-centered care through two full-time primary care clinics serving Native and urban communities across South Dakota. Headquartered in Pierre and operating in partnership with the Indian Health Service, SDUIH is committed to advancing the health, wellness, and quality of life of the communities it serves.

Joining SDUIH means becoming part of our Tiwahe — our family. We foster a supportive and empowering workplace culture built on equitable pay, flexibility, professional growth, and employee wellness. Our team members are valued as essential contributors to meaningful, community-centered healthcare transformation.

As part of our dedicated medical and support teams, you will play a vital role in improving patient outcomes, strengthening community health, and making a lasting difference in the lives of individuals and families every day.

SDUIH employees enjoy traditional benefits, such as:

- Holiday, PTO, Sick, and Wellness Leave
- Health, Dental and Vision Insurance options
- Life Insurance – provided by SDUIH
- Short-Term and Long-Term Disability provided by SDUIH
- Participation in a 401(k) with a company match

POSITION SUMMARY:

The Nurse Supervisor position will provide direct patient care that is safe, reliable, efficient and effective and within scope of practice as a licensed Registered Nurse or Licensed Practical Nurse to ensure quality care is provided that is culturally appropriate, mission aligned and in compliance with patient care procedures and program policies.

The Nurse Supervisor will supervise the Nursing staff and Lab staff, the Sioux Falls clinic along with coordinating schedules, leave, and working closely with the providers to ensure clinic operations operate smoothly.

QUALIFICATIONS:

- Must be at least 18 years old
- Must possess current license (RN) through the South Dakota Board of Nursing, or South Dakota Board of Medical Examiners, with no history of Board violations or issues.
- Must have at least 5 years of supervision of staff experience.
- Pass a federal background check. Must not have any felony convictions that relate to the Indian Child Welfare Act.
- Provide Indian Preference documentation if claimed.
- Must be able to work between the hours of 8-5 Monday through Friday and weekends/evenings (with advanced notice) for special events, training, etc.
- Be a positive role model for the community and others.
- CPR/ BLS certified.

KNOWLEDGE OF:

- Private, local, state and federal resources for the treatment and care of patients.
- Current documentation and coding (ICD10 & CPT).
- Federal reporting requirements, i.e. Government Performance Reporting Act (GPRA) and UDS requirements.
- HIPAA and OSHA rules and requirements.
- Native American culture and traditional healing.

SKILLS AND ABILITY:

- Enforce HIPAA requirements and maintain confidentiality.
- Assist in performing direct patient care and diagnostic treatments as needed including the execution of standing orders.
- Operate and maintain lab equipment, collect lab results and complete lab reports. Become lab certified within the first 6 months of employment.
- Dispense and administer sample prescriptions and in-house medications.
- Comply with OSHA safety regulations and quality control of equipment and exam rooms.
- Provide special state and federal health programs and services, i.e. All Women Count, Family Planning, STD and Immunization Program etc.
- Perform nursing assessment and document into Electronic Health Record system.
- Provide education (chronic and acute care) prevention health measures.
- Establish and maintain a positive effective relationship with patients and staff.
- Great Communication Skills

- Coordinate services for patients with other disciplines and agencies, i.e. AWC, Family Planning, WIC, Food Stamps, and County Welfare etc.
- Document the release, transfer and receipt of medical records in accordance with HIPAA requirements.
- Use general office equipment and computers at a proficient and accurate level.
- Prioritize, coordinate, organize and schedule appointments and services.
- Register and schedule patients through RPMS/Scheduling GUI.
- Read, process, and/or prepare reports, records, and recommendations in a timely manner.
- Travel and actively participate in required training sessions and team meetings.

RESPONSIBILITY AND DUTIES:

- Carry out orders and assist medical providers in clinical procedures to ensure quality patient care is provided.
- Monitor exam rooms by maintaining a sanitary and safe environment. Furniture and equipment should be wiped down after every visit. Report all problems with equipment to the Medical Supply Coordinator with suggested improvement.
- Assure accurate care and handling of laboratory specimens such as; pap smears, cultures, and other specimens for laboratory testing that complies with OSHA safety requirements.
- Instruct patients concerning health promotion in relation to their treatment by explaining procedures to alleviate anxieties or fears.
- Maintain an inventory of medication and medical supplies. Submits purchase requests to maintain medical supply and medication inventory.
- Maintain and practice nursing skills in accordance to nursing standards and procedures. Immediately report and document all accidental or negligent incidents as they relate to patients according to policy and procedure. Understand and satisfy state, federal and program regulations and quality assurance and safety standards; which establish minimums of care. Participating in clinic quality review care procedures and processes.
- Prepare and transmit requests (ensure release of information is completed) for medical records to other agencies and document requests in the patient's EHR. Upon receipt of the requested medical records. Nursing staff will file the records in patients' paper charts and document the receipt in the patient's EHR.
- Prepare and transmit requests (ensure release of information is completed) for medical records from other agencies and document request in the patient's EHR. Transmission of said medical records shall be documented in the patient's EHR.
- Approve timecards and monitor and coordinate schedules for clinic workflow and leave requests.
- Complete annual reviews of staff they supervise.
- Complete patient documentation and return phone calls by the close of each business day.
- Perform other duties as assigned.
- Ability to maintain a flexible work schedule including evenings and weekends if needed.
- Work closely with the Behavioral Health, Cultural and Street Outreach (Wo'Okiye) Team.

STANDARD REPORTING REQUIREMENTS:

- Completes daily GPRA and UDS reporting through the EHR.
- Completes required reports for All Women Count, Family Planning, 4-1 grant (immunization records) and State Immunization Program and State STD.
- Completes specialized reports at the request of the Executive Director.
- Maintains appropriate files and reports to established nursing standards
- Provide quality Care Management and improve screening bundles, GPRA and UDS measures to meet or exceed established program goals.

PHYSICAL DEMANDS:

- Involves direct and frequent contact with potentially unstable clients.
- Involves direct contact with clients who may have infectious diseases.

DECISION MAKING AUTHORITY:

Decisions include observing, contributing to assessments, and recording a variety of patient symptoms, behaviors, and needs and reporting all information to the medical provider; administering medications and treatments, understanding orders and handling routine over-the-counter medications; determining and providing needed emergency care; including setting up and quality control of lab equipment and procedures. Determine medical equipment needs and supplies in conjunction with other medical staff.

Decisions referred to medical staff include the diagnosis and treatment care plan for patients.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

LICENSES AND CERTIFICATIONS:

1. Licensed by the South Dakota Board of Nursing or South Dakota Board of Medical Examiners as RN.
2. Must be CPR certified

HOW TO APPLY:

Interested individuals should email their resume and a completed application to Lonnie.Pickner@sduih.org. Applications can be found at <https://sduih.org/careers/>.

INDIAN PREFERENCE In accordance to IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed