



Nurse (LPN/LVN or RN)

Supervised by:	Nursing Supervisor
Location:	Sioux Falls, SD
Status:	Full-Time (Exempt)
Salary:	Based on Licensure

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.

SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000, employees can purchase additional
- PTO, Sick, and Wellness leave
- Short-Term and Long-Term Disability provided by SDUIH
- Paid holidays each year
- Participation in a 401(k) with a company match

SDUIH CLINIC NURSING PROCESS:

The SDUIH Nursing Team takes a collaborative and unique approach to caring for our patients, that focuses on the individual's needs, preferences, and values. As the RN or LPN/LVN your role will include direct observation of the patient, contributing to health assessments, recording of symptoms, behaviors, needs, as well as correct and timely reporting to the Medical Provider team. The RN or LPN/LVN may be responsible for administering over the counter (OTC) medications or Immunizations and assist with procedures or treatments, as well as document care given in the patient's EHR. An SDUIH RN or LPN/LVN must correctly interpret orders; handle routine over the counter (OTC) medications and Immunizations; occasionally provide needed urgent or emergent care; assess, plan, implement, and evaluate quality control checks on Lab equipment or other medical equipment, after appropriate training. Determine medical or other supply needs, in collaboration with other members of the nursing staff. Decision-making authority regarding diagnosis, referral, and/or treatment for SDUIH patients is referred to the Medical Provider team. The RN or LPN/LVN must work effectively within the Nursing and Inter-Professional Team, while promoting open communication, mutual respect, and shared decision-making to achieve the highest quality patient care, while upholding the organizational Mission & Values.

POSITION SUMMARY:

Nursing staff will provide direct patient care that is safe, reliable, efficient, effective, and within their scope of practice as a Registered Nurse or Licensed Practical Nurse/Licensed Vocational Nurse, to ensure quality care is provided that is culturally appropriate, mission aligned and in compliance with SDUIH patient care procedures and program policies.

QUALIFICATIONS:

- Must possess current Nursing License (RN or LPN) or provide documentation of Nursing Endorsement (LVN) through the South Dakota State Board of Nursing, with no history of Board violations or issues.
- 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.
- Be a positive role model for the community and others.

KNOWLEDGE OF:

- Private, local, state and federal resources for the treatment and care of patients.
- Current documentation and coding (ICD-10 & CPT).
- Federal reporting requirements, i.e. Government Performance Reporting Act (GPRA) and UDS requirements.
- HIPAA and OSHA rules and requirements.

SKILLS & ABILITY TO:

- 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.
- Comply with OSHA safety regulations and quality control of equipment and exam rooms.
- Provide special state and federal health programs/services (i.e. All Women Count, STD/STI and Immunization Programs, 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.
- Coordinate services for patients with other agencies (i.e. AWC, WIC, SNAP, DSS, etc.)
- Document the release, transfer and receipt of medical records in accordance with HIPAA requirements and current SDUIH policy.
- 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.
- Travel and actively participate in required training sessions and team meetings.

RESPONSIBILITY & DUTIES:

- Carry out orders and assist medical providers in clinical procedures to ensure quality patient care is provided.
- Maintain a safe and sanitary environment for all patients and staff by wiping down exam room furniture, equipment, surfaces, etc. between each patient's visit. Report all

problems with equipment to the Clinical Risk Manager or Nursing Supervisor, with suggested improvements.

- Ensure accurate handling of laboratory specimens (urine specimens, blood samples, pap smears, other specimens), according to Clinical Laboratory Improvement Amendments (CLIA) and the Occupational Safety and Health Administration (OSHA) standards, policies, and requirements.
- Instruct patients concerning health promotion in relation to their treatment, by education on procedures/treatments/care and providing resources to assist them.
- Assist with maintaining an inventory of medication, Immunizations, and medical supplies.
- Immediately report and document all accidental or negligent incidents as they relate to patients according to SDUIH policies and procedures. Understand and comply with all State, Federal, and/or all other SDUIH organization/program required regulations, quality assurance and/or safety standards that establish minimums of care. Participating in clinic quality review care procedures and processes.
- Prepare and transmit requests for medical records in accordance with current SDUIH policy and HIPAA compliance.
- Perform other duties as assigned.
- Ability to maintain a flexible work schedule, including evenings and weekends, with Core Clinic Hours being:
 - Monday to Thursday: 08:00 am – 05:00 pm and Friday: 08:00 am – 12:00 pm

STANDARD REPORTING REQUIREMENTS:

- Completes daily GPRA through the EHR.
- Completes required reports for All Women Count, 4-In-1 Grant (Immunization Records) and State Immunization Program, SDUIH QI programs, and State STD/STI reporting.
- Completes specialized reports at the request of the Executive Director.
- Maintains appropriate files, documentation, and reports, according to the Nursing Standards of Care.

PHYSICAL DEMANDS:

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

LICENSES AND CERTIFICATIONS:

- Licensed by the South Dakota State Board of Nursing as a **Registered Nurse (RN)** or a **Licensed Practical Nurse (LPN)** or provide documentation of Nursing Endorsement for a **Licensed Vocational Nurse (LVN)** through the South Dakota State Board of Nursing.
- Must be CPR certified or be willing to obtain CPR certification within 30 Days of employment.
- Certified in basic First Aid.

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/>.

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

INDIAN PREFERENCE In accordance with 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