



55 East Galena. Butte, MT 59701

TITLE: Registered Nurse  
REPORTS TO: Nurse Manager  
FLSA STATUS: Non-Exempt  
EMPLOYEE STATUS: Full-Time  
WAGE: \$30.00 - \$33.00 Per Hour plus \$1,000.00 sign-on bonus

The Butte Native Wellness Center (BNWC) is an Urban Indian Clinic serving Butte, MT, and the surrounding communities. Our mission is to promote a healthy, traditional, and spiritual community for urban American Indians and Alaska Natives by providing comprehensive health and wellness services.

BNWC offers a generous benefits package that includes health, dental, vision, and life insurance with options to add spouse/partner and dependents, a simple IRA with employer matching, and PTO plus ten paid holidays. The RN schedule is 8:00 am – 5:00 pm, Monday – Friday. No evening, weekend, or holiday hours.

**POSITION SUMMARY:**

The Registered Nurse (RN) is a member of the clinical team and will assist the primary care and behavioral health providers to ensure that every patient receives the direct and proper care they need.

**DUTIES AND RESPONSIBILITIES**

- Work as part of the care team to room the patient, record vitals, complete medication reconciliation, and gather information such as medical history, health concerns, and symptoms.
- Deliver care with appropriate age and cultural competence.
- Carry out provider orders including referrals for care, lab orders, follow up care, and maintaining communication with all specialty providers for coordination.
- Provide individualized patient/family education customized to the patient and family.
- Develop plan of care that is individualized for the patient reflecting collaboration with other members of the care team.
- Ensure timely response to requests for medication refills or new prescriptions ordered by the provider and coordinate with local pharmacies and/or the Heart Butte pharmacy as well as the patient.
- Complete blood pressure checks and validate patient owned blood pressure cuffs for clinical accuracy.
- Administer vaccines and monitor for side effects and reactions.
- Perform venipuncture for lab orders, process blood specimens, and review results with patients after provider review.
- Administer patient supplied medications, including injectable, and document administration and education.
- Perform point of care tests, PCR or rapid antigen.

- Support and enforce infection-control standards.
- Coordinate with the scheduling staff to schedule patients.
- Document patient visits in the electronic medical record.
- Maintain confidentiality in matters related to patient, family, and client.
- Observe and follow the organizational policies and procedures.
- Other duties as assigned.

**REQUIRED SKILLS/ABILITIES:**

- Proven experience as a registered nurse.
- Excellent knowledge of nursing care methods and procedures.
- In-depth knowledge of health and safety guidelines and procedures (sanitation, decontamination, etc.) and willingness to follow them at all times.
- Ability to analyze, review, and judge different situations and take the right actions according to the situation.
- A team player with excellent communication and interpersonal skills.
- Patience and excellent problem solving skills.
- Sympathetic, non-judgmental.
- Adherence to and knowledge of all HIPAA requirements.

**EDUCATION AND EXPERIENCE**

- Bachelor of Science in Nursing (BSN), or
- Associate of Applied Science (AAS) in Nursing, plus 3 years' experience
- Valid MT nursing license
- BLS/CPR certified
- Experience with Epic preferred

**PHYSICAL DEMANDS**

- Prolonged periods of standing and walking.
- Regular lifting and carrying of supplies and other items weighing up to 45 pounds.
- Support at least 75 pounds to reposition, transfer, or ambulate patients.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of people in this job.

The Butte Native Wellness Center is committed to equal employment opportunities and we encourage any qualified individual to apply. In accordance with Title 42CFR36.221 preference in employment is given to qualified Native American candidates.