

## Sisseton-Wahpeton Oyate

### Job Description

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**Job Title:** Health Coordinator

**Reports to:** Program Manager

**Summary:**

To provide medical assessments to clients upon entering treatment and includes medicine refill, monitoring vitals, and monitor emergency care as needed.

**Essential Functions:**

- Assess the health of all incoming inpatient clients at the beginning of each cycle
- Complete medical assessment for file
- Monitor medications i.e. check in new medications for clients and fill out the medication log.
- Monitor vitals
- Monitor emergency care as needed
- Communicate with the counselors and program manager to assess any client health concerns and recommend care plan

**Job Qualifications:**

- Must be a registered nurse
- Must possess good communications skills verbal and written

**Job Requirements:**

- Adequate understanding about addictions and various recovery methods, i.e. 12-step and Red Road concepts.
- Must have two years of verifiable sobriety, commitment to maintain an alcohol/drug free lifestyle and submit to random alcohol and drug testing.
- The ability to respect confidential information, as specified in 42 CFR Part 2, the federal confidentiality regulations.
- Valid South Dakota drivers license, valid tribal drivers license and appropriate auto liability insurance.
- Must have a home telephone number within 30 days of employment and maintain it.
- Able to set limits with clients, to prevent enabling their disease process.

Approved Crystal Heminger Date 3-20-17