Ninilchik Traditional Council
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Ninilchik, Alaska 99639
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VACANCY ANNOUNCEMENT
NURSE CASE MANAGER - HOMER

ANNOUNCEMENT DATE: November 9, 2026
POSITION TITLE: Nurse Case Manager
POSITION TYPE: Full Time/Permanent
Depending on Funding

CLOSING DATE: When Filled
POSITION BEGINS: When Filled
SALARY: DOE

POSITION SUMMARY:

This position provides professional nursing services to accomplish the individual patient plan of care; independently and consistently using the nursing process to safely, therapeutically, and efficiently care for patients with subtle and sometimes unidentified needs. Supports the operations of the Ninilchik Traditional Council Community Clinics (NTCCC) and will work primarily in the Homer Clinic.

ESSENTIAL FUNCTIONS:

1. Creates, develops, and nurtures culturally appropriate interactions and connections with each other, and the community.
2. Collaborates proactively with all interdisciplinary team members to facilitate and maximize client healthcare outcomes.
3. Coordinate multi-disciplinary care conferences for high risk or complex patients as needed.
4. Maintains compliance with applicable laws such as client confidentiality, Americans with Disabilities Act, Workers' Compensation, abuse reporting, principles of consent, and advanced medical directives.
5. Advocates for the client/family at the service-delivery level and at the policy-making level fostering the client/family's decision-making, independence, and growth and development.
6. Utilizes best practice model to identify, incorporate or develop best practices.
7. Collaborate with other team members to share and establish best practice for the clinic.
8. Manages acute care and chronic care needs as well as health maintenance, meeting or exceeding clinic expectations for health maintenance standards.
9. Integrates factors related to quality, safety, efficiency, and cost effectiveness in planning, delivering, monitoring and evaluating client care promoting the most effective and efficient use of human and financial resources.
10. Utilizes client-based tracking system or clinical databases to track, monitor and assure the appropriate follow-up of clients and referrals.
11. Communications & Teamwork: Shares and receives information, opinions, concerns, and feedback in a supportive manner.
12. Works collaboratively by building bridges and creating rapport with team members within the clinic and across the organization.
13. Functions as the liaison between Ninilchik Traditional Council (NTC) clinic providers, Alaska Native Medical Center (ANMC), Southcentral Foundation (SCF) and other outside providers.
14. Provides support for field health providers by facilitating requests for assistance.
15. Handles referrals in conjunction with outside providers; schedules diagnostic studies; clinic appointments, and procedures.

16. Coordinates with other service lines as needed.
17. Acts as the resource nurse in the clinic.
18. Initiates needed therapeutic measures and other general nursing care.
19. Assists the providers as needed, with EKG and phlebotomy.
20. Will learn the lab policies and procedures, including protocols for lab draws and lab functions, processing labs and mail-out.
21. Participates in and is an active member of clinical team, contributing to overall team function, team building and enhancement.
22. Participates in the continued development of the role of Nursing in the Primary Care-setting.
23. Coaches and mentors, all clinical team members to build or enhance capability and competence.
24. Responds to emergency situations.
25. Works with appropriate computer-based software and office equipment, including data entry for electronic health records (EHR).
26. Maintains good personal hygiene practices.
27. Other duties as assigned or directed by the advanced medical personnel and/or NTC Tribal Health Director.

WORKFORCE DEVELOPMENT SKILLS & ABILITIES:

1. Seeks out additional learning opportunities to continue to develop the technical and professional skills needed now and in the future.
2. Take responsibility for all work activities and personal actions by following through commitments.
3. Provides standard nursing care throughout the age continuum.
4. Develops, implements and evaluates care plans.
5. Promotes health care outcomes with currently accepted clinical practice guidelines.
6. Provides patient education, advice and information on health assessment, disease processes, medications and treatment plans.
7. Assesses patient needs using established clinical guidelines, protocols, and pathways.
8. Provides appropriate follow-up as directed or per established guidelines.
9. Ability to perform job using theory-based nursing practice model, evidenced based practices, and shared governance in a multidisciplinary team model.
10. Knowledge of scope of patient care services provided by other clinical service lines and the referral process.
11. Knowledge of effective teaching processes and principles in planning, providing and evaluating optimum health care.
12. Knowledge of quality management and improvement processes.
13. Knowledge of general medical procedures and the ability to anticipate complications and the indicated therapeutic interventions.
14. Knowledge of clinic practices and ability to act as a resource for clinic personnel and assist the providers as necessary.
15. Proficiency in the use of appropriate computer-based software and office equipment.
16. Knowledge of 1974 Privacy Act is required as use of customer-owner record is an integral part of the position and privacy of individuals must be protected to the fullest.
17. Ability to maintain quality safety and infection control standards.
18. Ability to participate in a multidisciplinary clinical team.
19. Improvement & Innovation: Makes meaningful improvement to services, program, and processes and/or organizational effectiveness.
20. Knowledge of clinical quality improvement models and processes.

STATEMENT OF QUALIFICATIONS:

- One (1) year nursing experience or at least one year experience within a clinic setting.
- Current Nurse License in the State of Alaska.
- Basic Life Support (BLS) certification is required. ACLS, within 6 months of hire date.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills.
- Be available to travel and attend pertinent training/seminars/meetings as required and as the budget allows.
- NTCCC was established with a purpose of serving a primary population comprised of Alaska Natives and American Indians within the NTC geographical service area. Employees should have a thorough understanding of the cultures and the needs of the members, and of the general culture and needs of Alaska Natives and American Indians.
- NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing in the case of cause or accident in accordance with the NTC policies and procedures.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the NTC RN Case Manager. This position, as with all NTC positions are subject to and under the direct authority of the NTC Policies and Procedures. The NTC is an alcohol and drug free workplace, and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov. Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

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Concurrent Out/In House Posting