



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Registered Nurse- PRN Status
SUPERVISOR: Nurse Manager
LOCATION: Peter Christensen Health Center
POST DATE: May 16, 2019
CLOSING DATE: Open until Filled.

General Description: The primary responsibility of this position is to perform high level professional care in a family practice setting. Successful candidates must have comprehensive nursing knowledge in chronic disease management, pediatrics, and general family practice.

Qualifications: Must hold a current Wisconsin Registered Nursing license with no restrictions or violations with the Wisconsin Nursing Board. Must have comprehensive nursing knowledge in chronic disease management, pediatrics and general family practice. CPR, ACLS certification or ability to obtain certification within 6 months of employment. PALS certification preferred. One year of professional nursing experience in a clinic setting preferred.

Salary: \$24.00-\$30.00 hr. / Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: REGISTERED NURSE – PRN STATUS

B. DEPARTMENT: Peter Christensen Health Center, Nursing Dept.

C. SUPERVISOR’S TITLE: Nurse Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to perform high level professional care in a family practice setting. Successful candidates must have comprehensive nursing knowledge in chronic disease management, pediatrics, and general family practice. Specific Responsibilities include but are not limited to;

1. Performs general nursing care to patients of all ages. Administers prescribed medications, treatments and monitors side effects in accordance with nursing standards.
2. Prepares equipment and assists providers during treatment, examination and testing of patients.
3. Observes, records and reports patient's condition and reaction to drugs and treatments to health care providers.
4. Oversees appointment bookings and ensures preferences are given to patients in emergency situations while maintaining the timely flow of patients.
5. Greets patients and prepares them for provider examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests.
6. Arranges for patient transfer and admission to acute care facility including contacting facility's nursing supervisor for a hospital room and providing report to admitting nurse.
7. Identifies patients that will benefit from Patient-Centered Medical Home and consults with Case Manager/Care Coordinator/Clinical Social Worker.
8. Responds to and refers incoming telephone calls.
9. Counsels patient and family regarding medications and treatment instructions.
10. Maintains and reviews patient records, charts and other pertinent information.
11. Informs patients of test and examination results.
12. Prepare rooms, sterilize instruments, equipment or supplies; stock exams rooms and ensures the exam room is clean.
13. Prepares list of medical supplies needed for procedures.
14. Responsible for proper handling and storage of all medications and immunizations.
15. Prepare rooms, sterile instruments, equipment or supplies and stock exams rooms
16. Administer immunizations to adults and pediatric patients
17. Order ancillary testing in the electronic health record
18. Administer and monitors intravenous therapy.
19. Administers intramuscular and intradermal medications
20. Performs wound care
21. Performs ECGs and presents results to health care provider
22. Calculates medication doses.
23. Screens pharmaceutical representatives.
24. Attends required meetings and participates in committees as requested.
25. Participates in professional development and training activities as requested.
26. Maintains patient confidentiality according to HIPAA standards.
27. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as, process improvement is occurring.
28. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.

29. Performs related work as required.

E. POSITION RELATIONSHIPS:

1. **Internal:** Peter Christensen Health Center staff and clients.
2. **External:** Frequent contact with patients/families and other medical providers.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Reports directly to the Nurse Manager

H. EDUCATION: Must hold a current Wisconsin Registered Nursing license with no restrictions or violations with the Wisconsin Nursing Board.

I. EXPERIENCE: One year of professional nursing experience in a clinic setting is preferred.

J. SKILLS:

1. Works as part of a team with clinic staff in a collegial and collaborative relationship in which each understands and accepts the contributions and limitations of the other.
2. Ability to delegate appropriately and understands the responsibility of delegation.
3. Working knowledge of the socio-cultural factors associated with the community's use of social and health care services necessary.
4. Ability to relate well to vulnerable populations, recognizing their right to participate in health care planning and decision-making.
5. Ability to understand patient attitudes and needs, develop and orient program goals and concepts accordingly, and to work effectively toward accomplishment of these goals with all staff members.
6. Ability to establish and maintain effective working relationships with officials, the public, patients, other private and public health organizational representatives, health care personnel and community groups and organizations.
7. Ability to work under pressure and high stress, maintain personal composure, evaluate situations and act/react appropriately, and use tact in dealing with visitors, patients and difficult situations, while managing time efficiently.
8. Knowledge of organizational policies, regulations and procedures to administer patient care.
9. Knowledge of common safety hazards and precautions to establish a safe work environment.
10. Ability to identify and maintain confidential material.
11. Ability to communicate orally and in writing information/presentations to a wide variety of staff.
12. Prepare and maintain records, writing reports and responding to correspondence.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Fast paced ambulatory clinic environment.
2. **Exposure to Hazards:** Daily exposure to bodily fluids and communicable disease.
3. **Physical Requirements:** Must be able to stand for extended periods of time. Must be able to sit for extended periods of time. Must be able to perform computer related work for extended periods of time. Must be able to physically transfer patients. Must be able to lift at least 50 pounds with no restrictions.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Registered Nurse PRN to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Employee must provide proof of immunity to measles, mumps, rubella and varicella at time of employment and submit to a TB skin test Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

Since the position is PRN, employee must be able to report to work on short notice and have the ability to accommodate several practices within PCHC.

A. SIGNATURE:

Employee

Date

Manager

Date

