TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Registered Nurse PRN**
SUPERVISOR: Charge Nurse
LOCATION: Peter Christensen Health Center
POST DATE: May 15, 2023
CLOSING DATE: Open until filled.

General Description: The primary responsibility of this position is to perform a wide variety of patient care activities including documentation within the medical record. The position requires the ability to make decisions consistent with nursing practice, clinic policies, and observance of confidentiality of patient information. Work as a team with Providers and provides direction to clinical support staff.

Qualifications: Must hold a minimum of an Associate Degree from an accredited Nursing program. Must hold a current Wisconsin Registered Nursing License with no restrictions or violations with the Wisconsin Nursing Board or a valid and current multi-state compact nurse license with no restrictions or violations present. BLS, 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. Graduate Nurses who have fulfilled the requirements of an accredited Registered Nursing program and are awaiting state board testing and licensing will be accepted, and must obtain a Wisconsin Registered Nursing license within four months of hire.

Salary: Negotiable depending on 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 on our 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)

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Charge Nurse

D. DESCRIPTION OF DUTIES: The Registered Nurse (RN) utilizes the nursing process when assisting with the delivery of primary health care and patient care management in the clinic setting. The position requires the ability to make decisions consistent with nursing practice, clinic policies and observance of confidentiality of patient information. Works as a team with providers and provides direction to clinical support staff. Specific responsibilities include but are not limited to the following:

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: Clinic Providers, Charge Nurse, and Clinical Manager.

H. EDUCATION: Must hold a minimum of an Associate Degree from an accredited nursing program. Must hold a current Wisconsin Registered Nursing license with no restrictions or violations with the Wisconsin Nursing Board or a valid and current multi-state compact nurse license with no restrictions or violations present. BLS, ACLS certification or ability to obtain certification within 6 months of employment. PALS certification preferred. Graduate Nurses who have fulfilled the requirements of an accredited Registered Nursing program and are awaiting state board testing and licensing will be accepted, and must obtain a Wisconsin Registered Nursing license within four months of hire.

I. EXPERIENCE: One year of professional nursing experience in a clinic setting 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, clinical environment.
2. **Exposure to Hazards:** Exposure to communicable diseases, toxic substances, medicinal preparations and other conditions common to a clinic environment.
3. **Physical Requirements:** Prolonged standing, frequent sitting and walking; bending, and lifting and carrying items weighing up to 50 pounds, occasionally and up to 10lbs. frequently.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Registered Nurse 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 behavior or attitude that will tarnish the name or reputation of the Lac Du Flambeau Tribe will not be tolerated and subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella, hepatitis B, Td/Tdap (tetanus/diphtheria/pertussis) at the time of employment and submit to a TB test. Must submit to FIT testing for N95. Employees must show proof of a full series (either one dose or two-dose) of COVID-19 immunization upon hire OR have an approved religious or medical exemption approved prior to start date. 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.

N. SIGNATURE:

Employee	**Date**	**Manager**	**Date**
Previously signed		**Previously signed**	
Tribal Administrator	**Date**	**Human Resources Director**	**Date**