JOB DESCRIPTION

POSITION: REGISTERED NURSE Licensed in the State of Washington

SUPERVISOR: MEDICAL DIRECTOR

SALARY RANGE: $48.80 - $52.55 HOURLY DOE/DOQ

$7,500 Sign-on bonus to be paid out after Successfully passing the 90-day probationary period.

Successful candidate may be eligible for the National Health Service Corps (NHSC) Loan Repayment Program

NATURE OF WORK: The Registered Nurse (RN) has four primary duties: working in the clinic performing the functions and responsibilities as appropriate for license; conducting home visits; managing vaccine/immunization program(s); and providing case management for patients as needed. The work setting is in a primary care clinic that, for the most part, serves a Native American Indian population in rural Mason County. Health Department staff provide a variety of integrated health services including medical, dental, behavioral health and other services.

REPRESENTATIVE JOB DUTIES
1. Providing comprehensive nursing care to patients independently and in collaboration with other team members involved with the patient care.
2. Conducting home visits.
3. Managing and coordinating vaccine/immunization program(s).
4. Assisting with management and evaluation of patient care services within the clinic.
5. Triage incoming patient phone calls and patient walk-ins with urgent and emergent issues.
6. Continuity of care and patient follow through as requested or directed by providers.
7. Ensuring effective care management that includes medically-related as well as social wellbeing aspects as detailed in case management plans and/or directed by providers.
8. Educating patients and families about diagnostic procedures, medications, chronic disease management and treatment instructions. Act as a content expert and clinical resource by providing staff and patient education.
9. Conducting procedures and providing wound care.
11. Administering medications skillfully and correctly, and perform lab/diagnostic testing as ordered by provider and reporting all critical lab values immediately.
12. Utilizing universal precautions in obtaining specimens (venipuncture, cultures, etc.) and in delivery of patient care. Consistently demonstrate correct handling of procedure specimens per provider orders, including appropriate identification, labeling, dating and disposition of the specimen.
13. Utilizing the Electronic Health Record (EHR) for all aspects of patient scheduling and care.
14. Coordinating comprehensive, culturally acceptable health services for community members.
15. Serving as the clinic's liaison between the medical providers and staff with behavioral health, dental, other health care providers, other Health Department programs and external resources as needed to support a whole-person healthcare delivery model.

**MINIMUM QUALIFICATIONS**
1. Associate degree in Nursing from an accredited program
2. Bachelor of Science in Nursing (preferred).
3. Current licensure as an RN by the Washington State Board of Nursing.
4. Current AHA accredited Health Care Provider Basic Life Support (BLS) certification or obtainable within first thirty days of employment.
5. Minimum of three years of prior nursing experience five years (preferred). Primary care clinic experience.
6. Competence in lab draws and other specimen collection.
7. Experience with or the ability to conduct home visits.
8. Experience with or the ability to complete procedures typically conducted in primary care clinics as well as wound care.
9. Experience with or the ability to manage and coordinate vaccine/immunization program(s).
10. Experience triaging patients over the phone and/or in-person.
11. Experience or ability to provide case management.
12. Experience working in an Indian Health Services clinic and/or serving Native American communities.
14. Experience utilizing a team approach, whole person healthcare delivery systems.
15. Comprehensive understanding of healthcare confidentiality and privacy laws, rules and requirements.
16. Ability to effectively communicate both in writing and orally.
17. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
18. Must be able to work in a team environment.
19. Strong organizational, communication and interpersonal skills preferred.
20. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: ___________________________ Date: ____________

Employee: ___________________________ Date: ____________