



JOB DESCRIPTION

POSITION: **ADVANCED REGISTERED NURSE PRACTITIONER (ARNP)**

SUPERVISOR: **HEALTH CLINIC DIRECTOR**

SALARY RANGE: **\$67.80-\$73.00 HOURLY DOE/DOQ**

NATURE OF WORK: To provide comprehensive direct health care services to the eligible American Indian and Alaskan Native within the service area of the Skokomish Indian Tribe. The direct health care services encompass the practice of Family Nurse Practitioner position. This includes diagnosis, prevention and treatment of injuries, diseases, physician examination, evaluations assessments and referrals.

REPRESENTATIVE JOB DUTIES:

1. Provide direct patient care, including physical examinations, evaluations, assessments, diagnoses, and treatment, which includes Prescribing pharmaceuticals and other medications, and treatment regimens as appropriate to assessed medication conditions.
2. Refer patients to specialists and to relevant patient care components, as appropriate, in coordination with the Contract Health Services office.
3. Direct and coordinate the patient care activities of nursing and other staff as required.
4. Follow established department policies, procedures and objectives, continuous quality improvement objectives and safety, environmental, and/or infection control standards
5. Participate in health promotion, education and/or prevention programs within the community playing an active role in the development and facilitation.
6. Follow requirements specified in the scope of work contained in the requirements of the Annual Funding Agreement with Indian Health Services to insure compliance and coverage under the Federal Tort Claims Act for malpractice coverage.
7. Work collectively with the Health Clinic Director in the development of proposed annual clinic budget and provide recommendations for clinic improvements and delivery of services. Routinely review and approve clinic acquisitions for office/medical supplies, equipment, and contract services.
8. Annually conduct employee performance evaluations and routinely review performance of employees to ensure high standards in work productively and quality of services to include authorization of timesheets and requests for leave, while ensuring coverage for essential service.
9. Work cooperatively and jointly with other Departments' programs in an effort to coordinate services and health care of patients.
10. Participate in management and staff meetings; provide in-service training of clinic personnel and, as needed and available for other departments and tribal community.
11. Execute necessary forms to include third-party billing, data entry into RPMS, other required patient, and service-related data reports. Prepare and ensure timely submittal of monthly medical clinic, grant program and financial reports (as requested).
12. Perform other duties as assigned.

QUALIFICATIONS:

1. Must be currently License in the United States as an Advanced Registered Nurse Practitioner with prescriptive authority.
2. Must obtain a License as an Advanced Registered Nurse Practitioner in the State of Washington with prescriptive authority within 90-days of hire
3. Must possess or secure with health program support within 2 years of hire an Advanced Cardiac Life Support, ACLS, and Pediatric Advanced Life Support, PALS.
4. Must be able to work in a team environment.
5. Must maintain confidentiality of all health information and records in accordance with HIPAA.
6. Must be able to work flexible hours if necessary
7. Must have computer experience utilizing Microsoft, word, windows and become familiar with RPMS, PCC programs and the billing software.
8. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
9. Must obtain a Washington State Driver’s license within 60 days of accepting the position.
10. Strong organizational, communication and interpersonal skills preferred.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete finger 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: _____