



## Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

### JOB DESCRIPTION

**POSITION TITLE: LICENSED PRACTICAL NURSE (LPN)**

**SUPERVISOR: MEDICAL DIRECTOR**

**SALARY RANGE: \$28.00 HOURLY 1 FTE**

**NATURE OF WORK:** The LPN primary job duty is to provide routine care, observe patients' health, assist doctors and registered nurses, and communicate instructions to patients regarding medication, home-based care, and preventative lifestyle changes. The LPN is also responsible for documentation and communication in the medical record, as well as assisting in patient care.

#### **REPRESENTATIVE JOB DUTIES:**

1. Communicates with patients, pharmacies, providers, specialists, laboratories, and other patient care team members and enters documentation in the electronic health record, currently in Greenway and utilize Quest labs
2. Participates in team-based care that is patient-centered. This includes pre-visit preparation for preventive screenings and immunizations, tracking labs, imaging, and specialty care visit results, and participation in the daily team huddles, care coordination and quality improvement activities.
3. Fully supports all patient visits by greeting and rooming patients, assessing visit information for provider use, completing full vitals, as well as preparing and assist with all visit types, needed screenings and immunizations, and are knowledgeable of other visit protocols such as sports physical and well child exams
4. Performs routine immunizations, nebulizer treatments, and visual acuity testing, administers and reads TB tests, and performs EKG's.
5. Assists in phlebotomy: identifies patient, checks requisition form for requested tests, and prepares equipment, patient, and puncture site.
6. Assists in IV set-up: verifying solutions to be administered, evaluating infusion site, checking IV function and patient comfort, and discontinuing IV at appropriate time, as ordered by MD.
7. Maintains adequate inventory of examination room supplies and prepares exam rooms at the beginning and end of day and between each patient contact.
8. Performs triage within scope of licensed practical nursing practice in an accurate and timely manner.
9. Fully supports all patient visits by greeting and rooming patients, assessing visit information for provider use, completing full vitals, as well as preparing and assist with all visit types, needed screenings and immunizations, and are knowledgeable of other visit protocols such as sports physicals and well child exams.

10. Assists in managing the Nurse Group in basket, which includes calling with results or medication questions, or requesting medical records from consultations.
11. Performs other duties assigned by supervisor

**QUALIFICATIONS:**

1. Must be a graduate of an accredited LPN nursing program
2. Must have a valid LPN license in Washington State
3. A minimum of one-year experience of clinical duties is required, preferably in a clinical primary practice setting including pediatrics, assisting minor procedures, immunization administration, injections and medications or equivalent work (required).
4. Must have working knowledge and be proficient in Electronic Health Records.
5. Must be able to work in a team environment and be able to work varied hours when necessary to accomplish the goals of the department.
6. Must have excellent communication and interpersonal skills, including the ability to deal with patients and family in a respectful way
7. Ability to demonstrate good judgement and decision-making skills
8. Ability to demonstrate resilience in emotionally difficult situations
9. Comfortable with a schedule with beyond normal working hours
10. Ability to stand or walk for extended periods of time, as well as lift patients and medical equipment
11. Must have proficient computer skills
12. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community (preferred).
13. Possession of a valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment.
14. The candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
15. Must be able to work in a team environment.
16. Strong organizational, communication and interpersonal skills preferred.
17. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint 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. Take the initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrate 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**

The 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: \_\_\_\_\_