



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION: REGISTERED NURSE - Licensed in the State of Washington

SUPERVISOR: MEDICAL ADMINISTRATIVE LEAD

SALARY RANGE: \$41.08 HOURLY (GRADE 15 STEP 15)

NATURE OF WORK: The Registered Nurse (RN) has four primary duties: working in the clinic performing the functions and responsibilities as appropriate for license; supervising the medical assistants; serving as the Special Diabetes Program for Indians (SDPI) Coordinator; 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, Indian Child Welfare and other supportive 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. Assisting with the management of and evaluation of patient care services within the department.
3. Supervising medical assistants and other staff as requested and appropriate.
4. Supervising and coordinating patient flow including ordering of internal consults and outside referrals.
5. Triaging 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 patient and family 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. Serving as the SDPI Coordinator in compliance with grant requirements.
10. Maintaining and updating policies and procedures for nursing staff, infection control, medications, immunizations, laboratory protocols, storage of biohazard material and others as needed.
11. Participating in training, orientation, competency assessment and educating new and current employees.
12. Administering medications skillfully and correctly, and perform lab/diagnostic testing as ordered by provider and report all critical lab values immediately.
13. 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.
14. Utilizing the Electronic Health Record (EHR) for all aspects of patient scheduling and care.

15. Maintaining the Diabetes Register with data collection and other requirements to meet the SDPI program outcomes measures and objectives.
16. Ensures appropriately cleaning and maintenance of surgical/medical equipment.
17. Coordinating comprehensive, culturally acceptable health services are available and accessible for community members.
18. Serving as the clinic's liaison between the medical providers and staff with behavioral health, dental, ICW other health care providers, other Health Department programs and external resources as needed to support a whole-person care model.
 1. Demonstrates ability to consistently perform job duties as outlined in the job description.
 2. Demonstrates leadership in delivering and improving holistic care through collaborative strategies with others.
 3. Demonstrates and supports service excellence standards outlined in the Employee Handbook.
 4. Demonstrates commitment to professional growth and competence.
 5. Demonstrates compliance with patient confidentiality 100% of the time

MINIMUM QUALIFICATIONS

1. Associate degree in Nursing from an accredited program (required), Bachelor of Science in Nursing (BSN) (preferred).
2. Current licensure as an RN by the Washington State Board of Nursing (required).
3. Current AHA accredited Health Care Provider Basic Life Support (BLS) certification or obtainable within first thirty days of employment (required).
4. Minimum of one-year prior nursing experience (required) in a primary care clinic (preferred).
5. Minimum of one year of supervisory experience (required).
6. Competence in lab draws and administration of immunizations (required).
7. Familiarity with diabetes programs (preferred).
8. Experience working in an Indian Health Services clinic and/or serving Native American communities (preferred).
9. Experience utilizing an EHR (required) Greenway (preferred).
10. Experience utilizing a team approach, whole person healthcare delivery systems (preferred).
11. Comprehensive understanding of healthcare confidentiality and privacy laws, rules and requirements (required).
12. Ability to effectively communicate both in writing and orally (required).
13. Approved results of a pre-employment drug screen and finger print background check (required).
14. Valid Washington State driver's license and proof of automobile insurance (required).
15. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required.

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: _____