



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	YES
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	YES

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: REGISTERED NURSE I

DEPARTMENT: HEALTH

POSITION SUMMARY:

Under general supervision, provides, plans, directs, and evaluates total nursing care and functions in accordance with established Policies, and Procedures

Supervised by: CMO

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct patient care throughout each workday.
- Observes and supports clinic policy.
- Participates in appropriate meetings and committees.
- Provides the best possible nursing care by planning, and organizing the nursing functions within the Health Clinic.
- Explains procedures and treatments to patient to assist with understanding, and calm the patient. Initiates and implements patient care plan; maintains acceptable standards of patient care.
- Assist with patient flow within clinic.
- Creates a working climate that provides and promotes growth and job satisfaction with the Care Team.
- Prepares equipment and aids physician during treatment and examination of patient. Accurately and promptly implements provider's orders; administer treatments, medications, and intravenous solutions skillfully and correctly.

- Maintains the standards of accurate and complete recording and reporting and documentation in medical record.
- Participates in planning changes and improvements and in the clinic's safety programs.
- Supports and enforces infection-control policies and procedures.
- Consistently maintains and enforces confidentiality Displays concern and initiative; is resourceful and calm in emergencies.
- Cooperates and maintains good rapport with other clinic staff, other department visitors, and community. Supports collaboration with healthcare professionals.
- Develops, facilitates and participates in patient education activities, health fairs and outreach programs.
- Maintains the privacy, and confidentiality of all protected health information in accordance with the Swinomish Indian Tribal Community Policies and Procedures, and in compliance with state, and federal regulations.

MINIMUM QUALIFICATIONS

- Graduation from an accredited Registered Nursing program and two (2) years of clinical experience is required. This requirement may be waived with 0-5 years of health related experience.
- Washington State License as a Registered Nurse is required.
- Washington State Driver's License is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Medical terminology, anatomy, physiology and pathophysiology.
- Equipment, supplies and material needed for medical treatment.
- Basic laboratory procedures including preparation and screening.
- Health care system structure and function.
- Infectious disease management, control and safety standards.
- Effective supervision.
- Medical record documentation.
- Basic Pharmacology.
- Human systems (wellness, illness, growth and development, nutrition, behavioral, psycho-social and family systems
- Culturally Appropriate
- General nursing care
- Care Management
- Triage
- Phlebotomy
- Physical assessment.
- Communication (oral and written).
- Problem solving
- Interviewing patients
- Time management
- Crisis intervention
- Initiating appropriate emergency response.

- Maintaining and establishing working relationships
- Handling multiple tasks simultaneously.
- Reading and following written medical orders.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of health programs_manager is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____