



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11373 Moorage Way

La Conner, WA 98257

Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?

Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?

JOB DESCRIPTION

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

Job Title: Licensed Practical Nurse

DEPARTMENT: Medical Clinic

POSITION SUMMARY

Under general supervision, provides, plans, directs, and evaluates total nursing care and functions in accordance with established policies, procedures, and scope of practice. This position is supervised by the CMO, Nurse Manager and RN.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct patient care throughout each workday
- Observes and supports clinic policy
- Participates in appropriate meetings and committees.
- Assists with COVID-19 testing and vaccine clinics.
- Creates a working climate that provides and promotes growth and job satisfaction with the Care Team.
- Prepares equipment and aids physicians, PAs, and ARNPs during treatment and examination of patient.
- Communicates outcomes of the data collection process in a timely manner.
- Determines immediate need for intervention
- Provides data to assist in development of nursing diagnoses.
- Assists in developing expected outcomes.
- Contributes to the development of the nursing care plan.
- Implements the identified nursing care plan under RN supervision
- Delegates, and supervises certain nursing tasks to UAP in specific situations and settings
- Assists in coordinating care with other team members.
- Contributes in evaluation by reporting patient outcomes and assists with adjustments.
- Maintains the standards of accurate and complete recording and reporting and documentation in medical records. Communicate (verbally or in writing) with RN and other health care practitioners / health care team.

- Assists the RN in identifying case management needs.
- Refers patients to appropriate resources based on nursing care plan.
- Delegates nursing care plan activities and medical regimens to UAP.
- Carries out medical regimens under the direction and supervision of an RN or other authorized health care practitioner.
- Explain procedures and treatments to patient to assist with understanding, and calm the patient. Initiates and implements patient care plan, maintains acceptable standards of patients care
- Performs nursing care under the direction and supervision of an RN.
- Supervises delegated care given by UAP.
- RN or other authorized health care practitioner is not required to be on the premises when carrying out medical regimens or nursing activities.
- Assist in giving nursing care and carries out medical regimens in complex nursing situations.
- Participates in developing. Providing, and evaluating health education, health promotion and preventive activities to patients, families, and groups under the direction and supervision of an RN or other authorized health care practitioner.
- Under direction of an authorized health care practitioner may give medications treatments, tests injections, vaccines.
- Responsible and accountable for; the quality of nursing care given, delegated activities, following the standards of nursing conduct of practice, a delegation and supervision when delegating tasks to others.
- May only perform activities within the LPB's individual scope of practice
- Participates in planning changes and improvements and in the clinic's safety programs.
- Supports and enforces infection-control policies and procedures.
- Display concern and initiative; is resourceful and calm in emergencies.
- Cooperates and maintains good rapport with other clinic staff, other departments visitors, and community Supports collaboration with Health Care Professionals.
- 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.
- Assists in performing nursing assessment.
 1. Performs focused screening/ assessments/ observational assessments.
 2. Initial, admission or event-focused assessments.
 - Recognizes relation to diagnosis.

MINIMUM QUALIFICATIONS

- Graduation from an accredited Licensed Practical Nurse Program and (2) years of clinical experience required. This requirement may be waived with 0-5 years of health-related experience.
- Washington State License as a Licensed Practical Nurse is required.
- Washington's state Driver's license is required.

REQUIRED KNOWLEDGE 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 writing)
- 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:

- work schedule is 40 hours a week. This is a full-time position.
- tasks are performed mostly indoors in both a clinical setting and an office environment. LPN may be asked to travel to various sites for COVID-19 testing or vaccine clinics.
- Considerable time may be spent at a computer workstation in the performance of administrative tasks.
- 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 Medical Licensed Practical Nurse is considered to be an Exempt "standard Hours" 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 a criminal background check.