



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: Primary Care Advanced Registered Nurse Practitioner (ARNP)

DEPARTMENT: Medical

POSITION SUMMARY:

The Swinomish Medical Clinic serves as the medical home for the Swinomish Indian Tribal Community, providing comprehensive preventive, acute, and chronic care for eligible American Indian and Alaskan Native patients. The position will serve as part of the primary care team and will provide comprehensive primary care for adults and children.

Supervised by: CMO

ESSENTIAL JOB FUNCTIONS:

- Provides acute and chronic care for patients by taking comprehensive histories, performing physical exams, developing diagnoses, and prescribing medications within the scope of practice.
- Responsible to order diagnostic imaging and laboratory studies and refer patients to specialty providers when indicated.
- Documents all care within the electronic health record in accordance with established guidelines and billing practices.
- Maintains complete and thorough medical records including updating problem lists and medical histories when needed.
- Provides timely medication refills.
- Coordinates care for patients by reviewing outside records, contacting specialists when needed, following up with patients by phone regarding laboratory and imaging results; serves as the point of contact for patient care as an assigned primary care provider.
- Works as part of a larger medical team to provide comprehensive preventive and chronic disease care; uses patient registries to provide proactive patient care.
- Responsible to be an excellent team member, communicates effectively and listens appropriately to all staff members and employees of the medical clinic.

- Attends required staff meetings, reads and responds to organization emails when necessary, participates in quality improvement activities when assigned, and engages in organization wide initiatives to improve the services of the clinic.
- Adheres to the highest patient privacy standards as established by HIPPA and other Federal, State, and Tribal policies.
- Participates in after-hours call program. Accepts calls through after hours call service, performs telephone triage, provides appropriate disposition for patients and documents telephone visits within the patient's medical record.

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS:

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class.

The employee is continuously required to hear. The employee is frequently required to sit, stand, walk and talk. The employee is occasionally required to drive a motor vehicle, reach with hands arms and use hands to finger, handle, or feel objects, tools or controls.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

The noise level in the work environment is moderately quiet.

MINIMUM REQUIREMENTS:

- ARNP or DN-P Degree from an accredited United States nursing program with a scope of practice that includes both adults and children, required.
- Current unrestricted Washington State RN and ARNP license, required.
- Current unrestricted DEA license, required.
- Three (3) years of ARNP experience in an outpatient clinical setting, with preference given for experience within a tribal health program, required.
- MAT waiver or equivalent training to provide medications for opioid use disorder, required.
- Valid CPR card or ability to obtain upon hire, required.

Employee: _____ Date: _____

Supervisor: _____ Date: _____



