Quileute Tribal Council
• QUILEUTE INDIAN TRIBE •
Human Resources Department
PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368

Position Title: Registered Nurse, Clinic Lead
Supervisor: Health Director
Salary: **Competitive Salary DOE/DOQ**
Opens: **February 9, 2018**
Close Date: **Until Filled**

DUTIES AND RESPONSIBILITIES:

The RN/clinic lead nurse will: Support the medical provider in direct patient care. Oversee efficient operation of the nursing department. Help promote health education and awareness to the community through programs and activities of the clinic.

SPECIFIC DUTIES and RESPONSIBILITES:

- Maintain confidentiality according to HIPAA and Indian Health Service standards
- Triage patients
- Supervise nursing department
- Maintain Diabetic Grant and complete required training and reporting
- Manage lab which includes blood draws, overseeing of outstanding lab results and x-ray orders
- Prepare exam or treatment room for patients
- Provide patient and family with relevant health education
- Assist the provider during examinations and procedures
- Record vital statistics and health history, and maintain patient records according to current standards
- Oversee pharmacy management which includes ordering and maintaining of stock of medications, supplies, expiration dates and forms
- Conduct patient "in-home" visits as needed
- Aid patients in maintaining medication and treatment schedules as needed
- Instruct patients and their families on the management of their medical condition, as directed by the medical provider
- Present health education and awareness materials to school groups, support groups, and others as requested
- Participate in multi-discipline planning and care programs
- Stay updated on patient care, new technology and new products that can improve or treat patient conditions or improve overall health
- Create and maintain policies and procedures and play a lead role in establishing and maintaining accreditation
- Acts as the liaison with Quileute Head Start monthly to maintain compliance with RN lead requirements

- Co-ordinate hearing and vision screening with Quileute Tribal School and Quileute Head Start as required
- Co-ordinate and maintain Washington State Childhood Vaccine program and Child Profile for vaccine status monitoring, vaccine administration, and compliance with all state requirements
- Other duties as assigned

QUALIFICATIONS:

- Licensed as a Registered Nurse by the State of Washington
- Minimum of 2 years' experience in family practice or public health preferred
- Experience working in Indian Country preferred
- Supervisory experience preferred
- Valid Washington State Driver's license
- Possess the ability to work independently
- Excellent oral and written communication skills
- Ability to handle conflict and crisis in a professional manner
- Computer Skills
- Problem Solving Skills

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Must adhere to Personnel Policies & Drug and Alcohol Policies, including alcohol and drug testing and criminal background checks.

To Apply, send job application, cover letter and resume to the following address:

Human Resources Department
C/O Quileute Tribal Council
P.O. Box 279
La Push, WA 98350

Obtain a job application at www.quileutenation.org

EXCEPT AS PROVIDED BY THE INDIAN PREFERENCE ACT (TILE 25, U.S. CODE SECTIONS 472 AND 473), THERE WILL BE NO DISCRIMINATION IN SELECTION BECAUSE OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, PHYSICAL HANDICAP, MARITAL STATUS, POLITICS, MEMBERSHIP OR NON-MEMBERSHIP IN A EMPLOYEE ORGANIZATION. IF THE APPLICANTS HAVE EQUAL QUALIFICATIONS, PREFERENCE WILL BE GIVEN TO A QUILEUTE INDIAN APPLICANT AND OTHER PREFERENCE TO NATIVE AMERICAN AND ALASKAN NATIVE.