



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Registered Nurse, Clinic Lead

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

THE REGION

Located in Washington State, the Olympic Peninsula is an outdoor lover's dream, providing opportunities for hiking, kayaking, camping, beach combing, surfing, fishing, and hunting. The Olympic National Park within the peninsula covers 1,442 square miles of wilderness. A big draw is the Hoh Rain Forest, one of the largest temperate rain forests in the United States.

The peninsula is home to seven Tribes: Quileute, Hoh, Quinault, Elwha, S'Klallam, Makah, and Skokomish, each having their own unique culture and traditions.



For More Information: olympicpeninsula.org
nps.gov/olym/index.htm

THE COMMUNITY

The Quileute Reservation is in La Push, WA, which is nearly two square miles and home to approximately 400 enrolled members (total enrollment is around 800.) The Tribe was thrust into the spotlight in 2005 when Stephenie Meyer published "Twilight," becoming known worldwide. This pop culture phenomenon increased tourism to La Push and Forks.

Neighboring cities are Forks (14 miles from La Push), Port Angeles (70 miles), and Sequim (85 miles.) Due to lack of housing options in La Push, most employees find housing off-reservation in Forks.



The remoteness of the West End is not for everyone; La Push is a small fishing village while Forks' population is almost 4,000 and Port Angeles is 20,000. Seattle is the closest major city in driving distance, which is 150 miles from La Push.

For More Information: forkswa.com
en.wikipedia.org/wiki/La_Push,_Washington
visitportangeles.com
sequimwa.gov
[en.wikipedia.org/wiki/The_Twilight_Saga_\(film_series\)](http://en.wikipedia.org/wiki/The_Twilight_Saga_(film_series))

THE QUILEUTE TRIBE



The governing body of the Quileute Tribe is an elected five-member Tribal Council consisting of a Chair, Vice Chair, Treasurer, Secretary and Member-at-Large; they delegate responsibilities to the General Manager who oversees Department Directors. There are 11 Departments with 130 full-time employees.

The Tribe also operates five businesses: La Push Marina, River's Edge Restaurant, Lonesome Creek Store, Oceanside Resort, and the Kitla Center.

For More Information: quileutenation.org
facebook.com/quileutetribe

THE CLIMATE

La Push is at sea level, bordering the Quillayute River and Pacific Ocean; the scenery showcases plenty of wildlife, iconic beaches, and sea stacks. On average, rainfall in La Push is 109 inches per year (the US average is 38 inches.) Due to inclement weather between late fall to early spring, the area makes for some fantastic storm-watching.



For More Information: olympicpeninsula.org/stories/weather/

Position: **REGISTERED NURSE, CLINIC LEAD**
Supervisor: Health Director
Location: Tribal Health Clinic
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- 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.

SKILLS, KNOWLEDGE AND ABILITIES

- 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

WORK ENVIRONMENT:

Medical facility, office/clinic setting

PHYSICAL DEMANDS:

Must be able to lift 50lbs and assist with direct patient care/mobility

SUPERVISORY RESPONSIBILITY:

Yes

QUALIFICATIONS:

Required Qualifications:

- Licensed as a Registered Nurse by the State of Washington

Minimum/Preferred Qualifications:

- Minimum of 2 years' experience in family practice or public health preferred
- Experience working in Indian Country preferred
- Supervisory experience preferred

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will

be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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