



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Job Description

Registered Nurse

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, If Applicable**)
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.

Position: **Registered Nurse (RN)**
Supervisor: Primary Care Provider
Location: Quileute Health Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The RN will support the Primary Care Provider(s) in direct patient care, oversee efficient administration and operation of the medical clinic, and promote health education and awareness in 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
- Maintain Special Diabetes Program for Indians Grant, attend required training(s) and complete reporting
- Manage lab to include maintaining inventory, performing venipuncture, performing Point of Care testing (COVID, urine hCG, Rapid Strep, Influenza, Urine Dip, INR, Blood Glucose, Hemocult, etc.) preparation and packaging of all specimens and follow-up on all outstanding lab results.
- Maintain inventory of COVID-19 Testing supplies and PPE.
- Coordinate yearly biomedical inspection and calibration of all equipment in the Medical Clinic
- Perform monthly checks on all QHC AEDS
- Prepare exam/treatment room for patients
- Exam room cleanup following visits.
- 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 medications and supplies and maintaining inventory
- Conduct patient “in-home” visits as needed
- Aid patients in maintaining medication and treatment schedules as needed
- 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
- Perform as Child Health Care Consultant including monthly site visits and reporting for the Infant Room at the Chi Cho Otsk Ati.
- Co-ordinate hearing and vision screening with Quileute Tribal School and Quileute Head Start

- Co-ordinate and maintain Washington State Vaccine for Children's program including renewal of yearly Provider Agreement, daily temperature monitoring and recording, monthly reporting, maintenance of vaccine inventory and compliance with 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:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be granted in particular cases.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 40 pounds.

SUPERVISORY RESPONSIBILITY:

- Possibly

QUALIFICATIONS:

Required Qualifications:

- Licensed as a Registered Nurse by the State of Washington
- Minimum of 2 years' experience in family practice or public health preferred
- Valid Washington State Driver's license
- Completion of First Aid/CPR certification upon hire
- Completion of QHC specific certifications (HIPPA, ISSA, Confidentiality Statement, etc.) upon hire
- Pre employment drug testing and random drug testing in accordance with the Tribal Drug and Alcohol Policy
- Must pass a Criminal Background Check

Minimum/Preferred Qualifications:

- 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.

Employee Health Requirements: You are required to agree that you will comply with all job-related employee health screening and immunizations prior to your first day of employment.

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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