

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: RN
POSITION NUMBER: 01223
DEPARTMENT: Employee Health
LOCATION: 701 S Packerland Drive Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Employee Health RN Supervisor
SALARY: NE15 \$23.64/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 10, 2012
CLOSING DATE: Until Filled
Transfer Deadline: January 17, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Employee Health RN Supervisor, provide support to employee health and safety programs as directed by Tribal laws and mandates, and active Workers Compensation case management. This position is responsible for monitoring employee health, assisting in employee screening clinics, providing education and/or consulting for immediate intervention for on-the-job injuries, and providing continued education for Tribal employees on employee health and safety. RN/Case Managers are advocates for true and concise information pertaining to each employee/patient's case; and serve as stewards who assist employee/patient with self-management of limited resources. RN/Case Managers cannot guarantee outcomes, and cannot make personnel/employment decisions. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Participate in active Workers Compensation case management to assist employees who are injured at work.
2. Perform clinical and primary care for injury and illness as related to the Nursing Process.
3. Promote and provide "Best Practices" from primary sources and regulations for clinical skills to guide professional nursing judgment.
4. Granted authority by the State of Wisconsin's Nurse Practice Act to be self-regulating and responsible for all aspects of nursing care. RN's may delegate nursing acts to Licensed Practical Nurses (LPN), certified nursing assistants (CNA), or unlicensed assistive personnel (UAP). The delegating RN is responsible for general supervision (i.e., to coordinate, direct and inspect the practice of another).
5. Recognize and positively supports the concepts of Holistic Healthcare and the Oneida Nation's "Balanced Scorecard" core values and strategic themes.
6. Perform Disability Compensation Case Management to assist employees who are ill or have non-work related injuries with disability needs in the Early Return to Work Program.
7. Administer, track, educate, monitor and refer TB activities to area agencies and network with Medical Doctors and employees.
8. Consult on health matters, review documents such as physician reports regarding employee health and safety, workers compensation insurance claims, and medical restrictions respective to employee work functions.

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DUTIES AND RESPONSIBILITIES: (Cont.)

9. Participate in the Drug & Alcohol Free Workplace Policy (DAFWP) administration, data collection, referral recommendations, test requirements, education and networking with appropriate departments and area agencies.
10. Perform pre-employment drug screenings; refer and follow up on positive testing performed.
11. Respond to immediate calls for DAFWP testing for suspicion during regular office hours.
12. Conduct wellness clinics and health screenings with education in the office and/or at on-site clinics, including immunizations, blood pressure, blood sugar, and blood cholesterol.
13. Provide employee health surveillance testing which includes, but is not limited to pulmonary function testing, audiometric testing, vision screening and other tests as appropriate.
14. Perform immediate comprehensive assessments and take appropriate action for employee health and safety.
15. Assess non-occupational illnesses occurring at work, determine need for urgency of treatment, and gives guidance to seek care from personal health care providers.
16. Assist in the development of Department Standard Operating Procedures as needed/required.
17. Provide continual education and training to employees as specified by OSHA and the Oneida Nation mandatory requirements. e.g. blood borne pathogens, CDL, new employees and Early Return to Work.
18. May be required to become certified and teach CPR and First Aid to employees; and Automated External Defibrillator.
19. Contribute to the achievement of health and safety goals of the department by using contacts with medical providers, supervisors and community to foster better public understanding of employee health and safety concepts.
20. Assemble and maintain adequate materials and equipment in preparation for clinic sessions and educational presentations. Clean and dispose of clinic supplies and equipment as appropriate.
21. Mentor Nursing and Allied Health students.
22. Conducts post exposure follow up to blood borne pathogen incidents, to include tracking, education and referrals. Act as a resource for department managers in the development and annual review of blood borne pathogen exposure control plans.
23. Complete appropriate reports as requested by supervisor.
24. Provide information necessary to appropriate referral sources in a timely, accurate and concise manner.
25. Maintain and secure all employees health/safety records.
26. Act as a resource for department managers/supervisors regarding health and safety issues.
27. Review and follow up on employee incident reports.
28. Conduct pre-placement workplace physical assessments respective to job descriptions, and physical demands, such as Security Department Assessments.
29. Perform specific health screening, and is an Advisor to the Employee Wellness Committee.
30. Perform infection control activities.
31. Participate in continuing education and skills training needed to maintain and expand professional knowledge, skills, and abilities to practice as an Employee Health nurse.
32. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
33. Contribute to a team effort and accomplish related results as required.
34. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
35. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
36. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and stoop, kneel, crouch, or crawl; use hands to finger, handle, or feel; must be able to see and distinguish colors; reach with hands and arms; and talk or hear; sit, stand and carry ten (10) pounds.
2. Occasionally lift and/or move up to fifty (50) pounds
3. Work is generally performed in an office setting that is not noise, smoke or dust free.
4. Must complete a Self Disclosing Physical Questionnaire prior to employment.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of modern office practices, procedures, and equipment.
2. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
3. Knowledge of Workers Compensation, OSHA and Tribal Laws and Mandates.

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STANDARD QUALIFICATIONS: (Cont.)

4. Knowledge and experience and training in blood borne pathogen and HIV/AIDS, case management and basic nursing, which includes planning, coordination and experience.
5. Knowledge of Workers Compensation, OSHA and Tribal Laws and Mandates.
6. Skill in customer/client relation.
7. Skill in interpersonal communication.
8. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
9. Ability and willingness to work flexible hours. Hours may vary occasionally to accommodate operational needs.
10. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
11. Ability to be dependable and conscientious; possess initiative, self-motivated and capable of working independently.
12. Ability to operate standard office equipment including a personal computer, copier and fax machine, overhead projector, multi-line phone and basic medical equipment, stethoscope, sphygmomanometer, blood sugar monitor, thermometer, needles and syringes is required.
13. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity and patience.
14. Ability to communicate effectively in the English language both verbally and in writing.
15. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
16. Ability to carry out instructions furnished in verbal or written format.
17. Maintain current CPR certification through AHA, ARC or NSC-FAI.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department.)**
20. Must be willing and able to obtain additional education and training.
21. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
22. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
23. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Five (5) years of general nursing experience in an acute care setting or in Community Health or Occupational/Employee Health.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Associates Degree in Nursing or close related field; and/or equivalent education and experience.
2. Current Wisconsin State License as a Registered Nurse; two (2) years of nursing experience in a clinic, hospital or employee health setting.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**