

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: LPN (Half-time)
POSITION NUMBER: 00465
DEPARTMENT: Employee Health
LOCATION: 701 S Packerland Drive Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Employee Health RN Supervisor
SALARY: NE11 \$16.14/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 27, 2012
CLOSING DATE: Until Filled
Transfer Deadline: February 3, 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 and/or Supervisor (a RN) assists with health screenings for employees, provides walk-in office coverage for routine nursing procedures, perform drug/alcohol testing and enters data into computer programs. Maintain excellent communication of all daily activities to maintain an effective functioning department. Work alternate shifts based on program need. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure quality and safe delivery of employee health care services at assigned site locations for scheduled and walk-in customers to include, but not limited to: pre-employment drug screenings and suspicion drug/alcohol testing.
2. Perform TB testing, assessments, referrals, changing dressings, immunizations, health counseling, blood pressure checks, random blood sugar checks, emergency and first aid care.
3. Answer questions and/or concerns regarding Case Management issues and makes contacts as assigned and supervised by a RN.
4. Prepare, administer and record medications in accordance with State LPN Regulations regarding the administration of medications. Know signs of allergic response and how to administer emergency treatment.
5. Perform data entry of drug screening information into appropriate database.
6. Maintain, displays current educational literature at the EHN clinics, on-site clinics for in-services and trainings.
7. Order maintain the appropriate inventory of medical supplies.
8. Will accept delegated nursing/medical acts as directed and supervised by an RN, based upon his/her nursing education, training, or experience.
9. Collect and prepare for pick up and disposal of bio-hazard materials/waste. Update Employee Health RN Supervisor of waste management status.
10. Perform phlebotomy procedures which include venipuncture, obtain blood specimen and centrifuge according to EHN procedures.

JOB DESCRIPTION

LPN

Page 2

DUTIES AND RESPONSIBILITIES: (Cont)

11. Assist in employee health screening at various on-site clinics; Reinforces continuing education/training related to employee health and safety.
12. May be required to become certified and assist in teaching CPR and First Aid to employees; and Automatic External Defibrillator.
13. Recognize and positively supports the concepts of Holistic Health Care as outlined in the Oneida Nation's "Balanced Scorecard" core values and strategic themes.
14. Assist with short and long term goals and objectives and Department Standard Operating Procedures.
15. Establish effective written and verbal communication to clients, co-workers and supervisor for concise understanding of patient care and coordination of services.
16. Provide office coverage to include, greeting walk-in patients, answer telephones and route calls to appropriate staff.
17. Participate in continuing education activities as directed by EHN Supervisor and/or EHN Director.
18. Participate in team conferences and sharing information and ideas among team members.
19. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
20. Adhere to all Tribal Personnel Policies and Procedures and Department Standard Operating Procedures.
21. Maintain confidentiality of all privileged information.
22. Contribute to a team effort and accomplish related results as required.
23. Perform other duties as required.
24. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
25. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
26. 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; to see and distinguish colors; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear; use of hands for repetitive movement, simple and firm grasping; to sit, stand and carry twenty-four (24) 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. Ability to work flexible scheduled hours. Hours may vary occasionally to accommodate operational needs.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. 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.
3. Knowledge and experience preparing, administering and recording medications and providing direct nursing care. Knowledge of immunizations, purpose and implications.
4. Knowledge of Workers Compensation Laws and incident reporting.
5. Knowledge of computer programs AS/400 and Perfect Office is preferred Works alternate shifts based on program need.
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 to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions is required.
10. Ability to operate and maintain standard office and medical equipment, to include, a personal computer, calculator, overhead projector, copy and fax machine, blood sugar monitor, sphygmomanometer, otoscope, ophthalmoscope, stethoscope and digital thermometer.
11. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

JOB DESCRIPTION

LPN

Page 3

STANDARD QUALIFICATIONS: (Cont.)

12. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
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 both verbally and in writing.
15. Maintain current CPR certification through AHA or ARC.
16. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department.)**
19. Bloodborne pathogen training within ten (10) days is required and annually thereafter.
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 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.

MINIMUM QUALIFICATIONS:

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

1. Current Wisconsin State license as L.P.N.
2. Two (2) years of experience in general medical floor, clinic, emergency room or employee health.

ITEMS TO BE SUBMITTED:

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