

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland
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:

www.oneidanation.org

POSITION TITLE: Licensed Practical Nurse
POSITION NUMBER: 00311
DEPARTMENT: Nursing
LOCATION: W846 County Trunk EE, DePere
DIVISION: Comprehensive Health
RESPONSIBLE TO: Director of Nursing
SALARY: NE11 \$16.14/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 18, 2010
CLOSING DATE: On-going Recruitment
Proposed Start Date: Applicants will be placed in an interviewing pool and will be notified as positions become available.

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 general supervision of the Director of Nursing provides routine nursing care and ensures complete and quality nursing care to all AJNH residents. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure nursing department operates in accordance with applicable laws, regulations, policies and procedures.
2. Assume role of Charge Nurse as needed dependent on shift and assignment. Supervise CNA staff assigned to shift being worked.
3. Provide direct nursing care to residents under the general supervision of a Registered Nurse; recognizes and interprets symptoms; assists with therapeutic and diagnostic measures; administer medication and treatment as directed; assures special and emergency needs are met; maintain complete and accurate medical records.
4. Perform selected procedures and treatments as directed including TPR and BP, simple dressings, irrigation of regulated and functioning colostomies and catheters, post-mortem care, tube feedings and suprapubic catheters.
5. Assist in restorative and rehabilitation care according to care plans.
6. Maintain and monitor nursing equipment, supplies and inventory.
7. Promptly notifies physician of any change in condition.
8. Assist in maintaining an environment conducive to the physical, spiritual and emotional well being of residents and personnel.
9. Contributes to the team effort.
10. Adherence to departmental dress code.
11. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. 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, stand, bend; lift and use hands to finger, handle, feel; reach with hands and arms; and talk and hear.
2. Occasionally stoop, kneel, crouch, or crawl. Ability to lift and/or move up to one hundred (100) pounds with assistance.
3. Work is generally performed in a nursing home setting with a moderate noise level where employee may be exposed to unpleasant odors, hazardous material and infectious disease. Situations where safety-toe shoes, safety goggles, gloves or protective face shields are needed may occur. Work environment may include exposure to life and death situations. In case of severe weather or emergencies employee will be required to stay until an appropriate replacement is found and relieves the employee.
4. Evening and/or weekend work may be required
5. Extended hours and irregular shifts may be required.
6. Must complete a Self Disclosing Physical Questionnaire prior to employment.
7. 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 applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of geriatric medicine.
4. Ability to exercise independent judgment.
5. Ability to operate various types of medical equipment including oxygen, tube feeding pumps, suction machines, ambubags and patient lift.
6. Ability to be compassionate and caring.
7. Ability to work extended hours including evenings, weekends and holidays.
8. Ability to work independently and meet strict time lines.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
11. Skill in use of office equipment, fax machine, copy machine, and computer.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

PREFERRED QUALIFICATIONS:

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

1. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.

MINIMUM QUALIFICATIONS:

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

1. One (1) year of experience in a clinic, nursing home, hospital or employee health setting.
2. Must be licensed from the State of Wisconsin as a Licensed Practical Nurse.
3. Must possess and maintain a current phone to be contacted promptly in case of low staffing or an emergency.

ITEMS TO BE SUBMITTED:

1. **MUST PROVIDE A COPY OF DIPLOMA, LICENSE, DEGREE OR CERTIFICATION UPON EMPLOYMENT.**