

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: Registered Nurse
POSITION NUMBER: 01843
DEPARTMENT: Nursing
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Nursing Lead
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: December 14, 2011
CLOSING DATE: Until Filled
TRANSFER DATE: December 21, 2011
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 Nursing Lead, provide safe, direct patient care utilizing the nursing process in the ambulatory setting. Provide clinical leadership for staff. Assume relief charge duties, when designated. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assess patient's condition and nursing needs; sets goals and utilizes appropriate nursing actions to achieve goals.
2. Obtain patients history; takes and records vital signs.
3. Provide and document nursing care.
4. Ensure that physician's and mid-level provider orders are carried out.
5. Ensure that equipment is maintained; monitors supply and medicine requisitions; maintains supply stock levels.
6. Record and report pertinent observations and reactions regarding patients to medical staff.
7. Administer medications and performs routine treatments.
8. Assist provider with special tests, procedures and complex treatments.
9. Participate in orientation and evaluation of new personnel.
10. Assist team members in patient care; coordinates patient care in conjunction with procedures by other departments and clinics.
11. Assist with or institute emergency measures for sudden, adverse developments in patients.
12. Process data and generate reports; assists in the reception and discharge areas; handles patient calls and triages using documentation.
13. Ensure that patient medical records contain necessary information; documents medical history or chief complaint; triages and initiates care for walk-in patients.
14. Document lab cultures; ensures follow-up on abnormal results.
15. Identify and report/correct environmental conditions and/or situations that may put a patient at undue risk.
16. Report potential or actual patient safety concerns, medical errors and/or near misses in a timely manner.

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DUTIES AND RESPONSIBILITIES: (Cont.)

17. Encourage patients to actively participate in their own care by asking questions and reporting treatment or situations that they don't understand or may not seem right.
18. Ensure strict confidentiality of records.
19. Contribute to a team effort and accomplishes related results as required.
20. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
21. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
22. 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 stand and walk; use hands to finger, handle, or feel; reach and pull with hands and arms; and talk and hear.
2. Occasionally sit, stoop, kneel, crouch, or crawl and/or move up to twenty-five (25) pounds.
3. Work environment is generally performed in a medical office or hospital setting with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine basis.
4. Evening and/or weekend work and extended hours and irregular shifts may be required.
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 applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of JCAHO, HIPAA, Workers Compensation, OSHA, Federal, State and Local regulations.
3. Knowledge of current principles, methods and procedures for the delivery of nursing procedures and quality of care.
4. Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
5. Knowledge of clinical operations and procedures.
6. Knowledge of health education theory and practice.
7. Skill in preparing and maintaining patient records.
8. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
9. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
10. Ability to observe, assesses, and record symptoms, reactions, and progress.
11. Ability to maintain quality, safety, and/or infection control standards.
12. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
13. Ability to clearly communicate medical information to professional practitioners and/or the general public.
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 vendors and co-workers at all levels.
16. Ability to foster a cooperative work environment.
17. Ability to work both independently and in a team environment.
18. Ability to exercise sound judgment in decision making.
19. Ability to communicate technical information to non-technical personnel.
20. Ability and willingness to provide strong customer service orientation.
21. Ability to continually seek improvement in results.
22. Ability to be CPR and Red Cross First Aide Certified. Must maintain CPR and Red Cross First Aide Certification during employment.
23. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
24. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
25. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
26. Must be willing and able to obtain additional education and training.
27. Must pass a pre-employment drug screening. Must adhere to the Tribe=s Drug and Alcohol Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS: (Cont.)

28. 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.
29. 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 drivers' 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. Associates Degree in Nursing or related field.
2. Wisconsin's Licensed Registered Nurse.
3. Two (2) years of 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.**