



<b>Job Position:</b> Licensed Practical Nurse	<b>Status:</b> Full-Time/Non-Exempt
<b>Division:</b> Health Services	<b>Salary:</b> Depending on Experience
<b>Posting Date:</b> September 20, 2021	<b>Closing Date:</b> October 5, 2021

## Job Description

### Summary:

The Licensed Practical Nurse (LPN) will provide for the direct care, treatment, and general welfare of the Tunica Biloxi Tribe citizens and community members. The LPN will assist the Tunica Biloxi Outpatient Ambulatory treatment team in supportive tasks, demonstrating technical proficiencies of patient care, while promoting health and wellness.

### Essential Duties and Responsibilities include the following:

- Assists medical team in implementation of protocols, procedures and programs to improve overall health and safety of staff and individuals.
- Collect data and collaborate in the assessment of the patient's health status by providing assistance with patient flow by taking vital signs, reviewing medical history, collecting specimens, administering medication, injections, including vaccinations under the direct supervision of the Nurse Practitioner.
- Develops and facilitate health and wellness teachings and counseling to promote, attain, and maintain the optimum health level of patients, as delegated;
- Establishes, maintains, and documents therapeutic relationships with patients, such as reality orientation and one to one and /or small group interactions;
- Participates in work groups, teams and/or committees and supports the facility performance improvement activities and organizational goals;
- Establishes constructive relationships with individual and to promote positive relationships, communications,
- Assists with intake and completes clinical reminders;
- Ensures that supplies are available, in advance, to provide the required procedure or treatment by completing inventory reports.
- Perform all other duties as assigned.

### Competencies:

- Knowledge of nursing care principles, practices, and procedures.
- Ability to apply sound nursing judgment in patient care management decisions.
- Ability to demonstrate proficiencies and communicate effectively with patients to understand concerns and evaluate health conditions.
- Knowledge of available health care and health maintenance programs and resources.



### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

- A Nursing diploma from a technical certification program is required;
- AND a minimum of 3 years of experience in an outpatient or ambulatory clinic or hospital
- Current CPR/AED certification required
- Demonstrate a working knowledge of clinical standards and patient-centered care
- Maintains professional knowledge and skills by attending appropriate in service and continuing education programs.

### **Certificates and Licenses:**

- Must possess a valid State Driver's License
- Must successfully pass a criminal background check
- Must possess an active Nursing license in the State of Louisiana
- Must be HIPPA certified

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **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 made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and must be able to cope with constant changes in a stressful environment.

### **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.

This position requires standing, walking, bending and lifting for long periods of time. Must be able to lift up to 50 pounds.

*This duties and responsibilities listed are not an exhaustive list of all duties and responsibilities associated with the job. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.**

**Proof of tribal citizenship is required to be deemed preference eligible.**



**Disclaimer:**

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The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

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**Selection Process:**

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All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the preceding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana**  
**Attn: Human Resources**  
**P.O. Box 1589**  
**Marksville, La. 71351**  
[HR@tunica.org](mailto:HR@tunica.org)

