



Job Position: Registered Nurse	Status: Full Time/Exempt
Division: Health Department	Salary: Based on Experience
Posting Date: September 10, 2020	Closing Date: September 25, 2020

Job Description

Summary:

The Registered Nurse (RN) is to provide comprehensive preventative and therapeutic nursing care, including counseling and teaching as part of the ambulatory out-patient clinic experience. The RN will function as part of the Tunica Biloxi Tribe outpatient ambulatory treatment team, providing guidance and technical assistance for other nursing/non nursing personnel.

Essential Duties and Responsibilities include the following.

- Obtain a preliminary health history and physical assessment utilizing the nursing process and provide necessary nursing care and/or make referrals to other healthcare facilities.
- Document observations, assessments, nursing interventions, therapeutic measures prescribed and referrals for follow up care in the patient's health record.
- Implement physician's orders, administer medications, start IV's, perform treatments, procedures and special tests, and document treatment as required in policy and procedures and the ambulatory health plan.
- Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.
- Assist physician with diagnostic, therapeutic and **minor procedures, initiates appropriate treatments such as wound care and immunizations.**
- Operate a variety of medical equipment and ensures that equipment is in working order. Provides and or assists in the provision of emergency treatment.
- Promotes continuity of care by providing relevant health instructions, patient education and referrals for follow up care, scheduling appointments and collaborating with personnel at other health care facilities and documents all actions in the patient's health record.
- Assists in providing technical oversight for nursing and Para- professional medical staff .
- Prepares and submits required reports and records.
- Performs other duties assigned.

Competencies:

- Knowledge of nursing care principles, practices, and procedures.
- Ability to apply sound nursing judgment in patient care management decisions.
- Ability to communicate effectively with patients to understand concerns and evaluate health conditions.
- Ability to coordinate numerous treatment plans to ensure patients receive appropriate care.

- Knowledge of pharmaceuticals, their desired effects, side effects and complications.
- Knowledge and skill in operation of specialized medical equipment.
- 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 Bachelor's degree (Associate's degree?) in Nursing is required;
AND 5 years of experience in an outpatient or ambulatory clinic or hospital

- A verifiable record of fostering teamwork and collaboration
- 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 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 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.

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.

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Employee may encounter frequent interruptions throughout the work day.

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

This is not an exhaustive list of all duties and responsibilities associated with it. 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.

SELECTION PROCESS:

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. Applicant's who demonstrate that they meet 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 proceeding 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.

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

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org