



## COQUILLE INDIAN TRIBE Ko-Kwel Wellness Center

**Job Title:** Licensed Practical Nurse  
**Department:** Ko-Kwel Wellness Center  
**Reports to:** Provider and Associate Administrator  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$25.00 - \$35.00  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

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### SUMMARY OF MAJOR FUNCTIONS

Under the supervision of the Provider and Associate Administrator, the Licensed Practical Nurse will assist the medical providers in caring for patients. Ensure that healthcare services take place in an efficient, professional environment. Contribute to accomplishment of the Tribe's holistic health and wellness objectives for patients and families.

### ESSENTIAL DUTIES and RESPONSIBILITIES

1. Triage medically related phone calls, coordinate response in accordance with established policies, procedures, and protocols.
2. Assist medical providers in delivering medical care for patients as well as assisting with diagnostic and therapeutic procedures as assigned. Including suturing, wound debridement, wound dressing venipuncture, injections and others as appropriate.
3. Provide and/or assist in the provision of emergency medical response and transfer of patient to higher echelon of care.
4. Obtain preliminary health history and make nursing assessment recognizing the range of normal and the manifestations of common abnormalities.
5. Perform established routine and medical protocols, laboratory tests, diagnostic procedures, and consultation services. Record observations, assessments, nursing interventions, and therapeutic measures administered.
6. Promote continuity of care through relevant health counseling, delivery of medical information per PCP direction, referrals for follow-up care, arranging for appointments and collaborating with other agencies involved in the health care of patients.
7. Utilize the EHR for documentation of medical information and coordination of care. Perform duties of other front and back office staff when other staff are unavailable or out on leave.
8. Complete preauthorization for Purchase and Referred Care and health insurance as necessary.
9. Oversee the medication stock requirements to include safety, expiration, and recall.
10. Manage the vaccine program in accordance with ALERT IIS and VFC requirements.
11. Oversee the education and training program for medical staff.

#### Case Management Essential Duties

12. In partnership with designated staff, utilize existing Electronic Health Record resources to maintain a system for identifying patients with chronic medical conditions such as; diabetes and hypertension.

13. Education for chronic condition programs: provide education for individuals and families about self-care including compliance with treatments, medications, nutrition, and preventive health measures, per approved protocols/scripts.
14. Use evidence-based guidelines to ensure that patient's high-risk diagnoses are being treated in accordance with approved best practices.
15. Maintain a system to assure that patients are accessing and receiving age and gender appropriate preventative health care screenings, procedures, and assessments.
16. Improve access and referral to health promotion and disease prevention programs within the Tribal and greater community.
17. Perform the Annual Diabetes Audit.

The above statements reflect the general duties considered necessary to describe the principle functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in the Health Center vehicles, employee owned vehicles and rental vehicles to and from a variety of Health Center functions and activities.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Knowledge of medical equipment and instruments to administer patient care.
3. Ability to utilize and navigate Electronic Health Records, and related support systems, perform reports, and interpret data in support of population health activities.
4. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
5. Capacity to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Knowledge of medications and injection procedures and manage vaccination and on-site medication programs.
7. Ability to assess the specific age-related needs of patients.
8. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
9. Knowledge of regulations on the confidentiality of medical records and Personal Health Information in alignment with HIPAA standards.
10. Knowledge of medical terminology and ability to maintain current in industry standards and best practices.
11. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
12. Ability to make decisions independently in accordance with established medical protocol, standing orders, and policy and procedures.
13. Proficient in Microsoft products such as Word, Excel, Power Point and Microsoft Teams.
14. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.

## REQUIRED QUALIFICATIONS

- A. Graduate of accredited LPN Program.
- B. Current Oregon State LPN License, in good standing.
- C. Minimum of one-year experience as an LPN in outpatient setting.
- D. Demonstrated proficiency in phlebotomy and CLIA Waived point-of-care testing.
- E. Proficient in Microsoft applications, preferred.
- F. Electronic Health Record experience required.
- G. First Aid/BLS certification required or ability to obtain within 90 days of employment.
- H. Valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier.
- I. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.