



THE COQUILLE INDIAN TRIBE Ko-Kwel Wellness Center

Job Title: CLINIC NURSE
Department: KO-KWEL WELLNESS CENTER (KWC)
Reports to: Associate Administrator
FLSA Status: Exempt
Salary Grade: \$27.87- \$41.81
Location: Eugene

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 and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Associate Administrator, the Clinic Nurse will assist the medical providers in caring for patients and oversee the clinical medical staff. 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. Assess, plan, implement and evaluate patient care needs, including assessing patient condition, triaging patient phone calls, counseling patients, providing patient education, taking patient histories, administering prescribed medications, changing dressings, cleaning wounds, and monitoring patient vital signs.
2. Documenting patient care in the electronic health record, to include observations, assessments, nursing interventions, and therapeutic measures administered.
3. Provide and/or assist in the provision of emergency medical treatment.
4. Assist with validation of protocols, standing orders, and clinical practices, as well as professional effectiveness through education and keeping abreast of industry best practices.
5. Participates in the development of policies, procedures, quality improvement, safety, environmental and infection programs.
6. Teach individuals, groups, and families about self-care including treatments, medications, medical conditions nutrition, and preventive health tests by keeping an adequate supply of patient education materials available for patients.
7. 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.
8. Assist patients in obtaining continuity of treatment and navigating the health system.
9. Serve as Primary for the Vaccine Program.

Case Management Essential Duties

10. 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.

11. Use evidence-based guidelines to ensure that patient's high-risk diagnoses are being treated in accordance with approved best practices.
12. Maintain a system to assure that patients are accessing and receiving age and gender appropriate preventative health care screenings, procedures, and assessments.
13. Improve access and referral to health promotion and disease prevention programs within the Tribal and greater community.

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 operate an electronic health records system and/or electronic patient management system.
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.
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.
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. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
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. Requires a BSN or A.D.N. (Associates Degree in Nursing) degree from an accredited college or university.
- B. Current Oregon Nursing License.
- C. Minimum of one-year experience as a RN in outpatient setting, preferred.

- D. Demonstrated knowledge of and ability to apply age specific principles of growth and development and life stages to meet each patient's needs
- E. Experience with Microsoft products such as Word, Excel, Power Point and Microsoft Teams.
- F. Electronic Health Record experience required.
- G. Current 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.