Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT
JOB TITLE: Licensed Practical Nurse (LPN)/Medical Assistant (MA)
Lummi Tribal Health Center (LTHC)
Re-Advertised

OPEN: October 8, 2019
EXEMPT: Yes
SALARY: (8) $21.82-$24.44 per hour DOE
SHIFT: Day
LOCATION: LTHC
DURATION: Regular Full Time

CLOSES: October 22, 2019
JOB CODE:
DIVISION: H&HS
DEPARTMENT: LTHC
SUPERVISOR: Nurse Supervisor
VACANCIES: 1

JOB SUMMARY: Perform duties required to assist health care professionals in the examination and treatment of clinic patients, provides individual and group patient education, conducts basic laboratory and electrocardiogram tests, provides follow-up for patient post-treatment care, and performs a variety of clerical/administrative functions. Incumbent works under the general supervision of the Nursing Supervisor and physician providers.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Observe and document the patient's condition and vital signs into the electronic medical record. Recognizes symptomatology of common medical illnesses and accurately reports to provider. Acts as a liaison between patient, patient's family and providers. Schedules, prepares, and assists provider with special procedures such as dressing applications, ear irrigations, pelvic examinations, suture placement and removal. Performs basic laboratory examinations on urine and stool testing and reports abnormal laboratory values. Performs venipuncture per license, 12-lead electrocardiograms including rhythm strips, pregnancy testing and throat cultures. Provides for patient safety. Gives immunizations. Transports patients as required.
2. Take patient vital signs (e.g., pulse, blood pressure, temperature, weight, and respiration) and records findings. Makes special notes and calls the physician's attention commensurate with degree of complexity.
3. Participate in the use of electronic health records for reporting of quality measures
4. Take every precaution to assure the patient and alleviate the emotional stress of patient as well as family members.
5. Assure that the appropriate patient medical chart and records (e.g., EKG strip, referral paperwork, lab & imaging reports, etc.) are ready for the physician's use. Assess the need to order "standing-order" labs (i.e., urinalysis, pregnancy, STD, etc.) based on in-take assessment.
6. Patient education during in-take assessment as well as research and provide appropriate handouts based on diagnosis and need.
7. Coordinate necessary patient transportation.
8. Provide accurate information and supportive documentation to EMS personnel and 911 operators when an emergency occurs.
9. Must have the unique ability to safely multi-task concurrently with addressing the broad range of requests from the community.

10. Assist with telephone triage and determine appropriate treatment and response
11. Retrieve and research patient telephone requests and work with providers to determine appropriate response.
12. Review and manage providers' daily, weekly & monthly patient schedules to ensure patient care needs are anticipated prior to arrival at the clinic.
13. Work with outside agencies (i.e. hospital, specialty providers, extended care facilities, treatment centers, pharmacies, etc.) to schedule appointments, request office-visit chart notes, imaging/lab results and clarify medication orders. Prepare and provide any necessary correspondence for provider's signature.
14. Attend staff/nursing meetings as requested.
15. Assist other clinic staff members in AAAHC preparedness.
16. Maintain daily general cleanliness and orderliness of the examining rooms; cleans & prepares rooms between patients; replenishes supplies weekly and as needed; disposes of contaminated waste and cleans contaminated areas. Cleans insides of exam room cabinets monthly or as needed.
17. Maintain all ancillary duties assigned (i.e., maintaining O2 tanks, fridge temperatures, Needle Stick log, sterilizing equipment/utensils, etc.).
18. Direct and supervise ancillary staff (i.e., Patient Care Coordinator, Medical Records Staff, etc.)
19. Provide, organize, set up, and clean up of special events (e.g. Stommish, Needle Excange, Cancer Support Group, etc)

MINIMUM QUALIFICATIONS:

- Current LPN license
- **OR** Current MA license with State of Washington.
- 2 years nursing or medical assisting experience.
- Experience using electronic health records.
- Must possess a valid WA State Drivers License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to administer medication in accordance with scope of license.
- Ability to work well with a variety of personalities.
- Ability to be dependable and reliable.
- Ability to make mature judgment with sensitive situations.
- Able to do regular and recurring bending, lifting, stopping and stretching while providing nursing care
- Knowledge and application of confidentiality and HIPAA regulations.
- Ability to maintain strict confidentiality at all times

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Participate in continuing education to maintain certification
- Must maintain strict confidentiality at all times.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: https://www.lummi-nsn.gov/widgets/JobsNow.php or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.