



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: Pediatric Clinic Nurse
Lummi Tribal Health Clinic (LTHC)

OPEN: September 02, 2020

EXEMPT: Yes

SALARY: (10) \$28.85-\$32.32 p/h DOE

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

CLOSES: September 23, 2020

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC

SUPERVISOR: Executive Medical Director

VACANCIES: 1

JOB SUMMARY: The purpose of this position is to provide pediatric clinical nursing duties at the Lummi Tribal Health Center.

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

1. Oversees and provides triage and patient care by obtaining a detailed health history and history of patient's chief complaint(s); makes an assessment of the patient's condition recognizing the range of normal and the manifestations of common abnormalities. From the assessment, determines the basic nature and urgency of the patient's condition and makes appropriate referrals to health care staff. Must have the ability to deal with a broad range of emotions exhibited by patients and their families.
2. Assures 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. Oversees nurse assessments with the need to order "standing order" labs (i.e. urinalysis, pregnancy, STD, etc.) based on intake assessment.
3. Screens and assesses high volume of patient and outside provider/agencies telephone calls.
4. Screen and decipher the need for requested medications (i.e. pain, psychotropic, etc). Works directly with social workers regarding some urgent requests. Requests can be complex and time consuming to complete.
5. Requires a strong knowledge base with effective interpersonal communication skills with patients; including the ability to address patient complaints and/or de-escalate aggressive patient behaviors.
6. Assists physician in diagnostic, therapeutic and surgical procedures. Operates a variety of medical equipment. Ensures that equipment is in working order.
7. Utilizes and communicates to nursing staff established medical protocols to treat stable phases of chronic illnesses and minor health problems.
8. Documents in the patient's electronic health record observations, assessment, nursing interventions, telephone calls, and therapeutic measures administered, patient's education, and referrals for follow-up care as needed
9. Administers oral and parenteral medications.

10. Ensures continuity of care with referrals for follow-up care, arrangements for appointments and collaboration with other health care professionals.
11. Provides teaching and counseling services to patients, families and the community as a whole. This requires a working knowledge of the community's culture and traditions.
12. Teaches patients and families about management of medications, nutrition, treatments and necessary tests at home. Demonstrates and supervises patient practice of necessary treatments and tests they perform in their home. Foster's patient motivation and compliance in adhering to prescribed treatments by counseling and assisting patients to understand and accept implications of care, diagnosis and treatment.
13. Assists with QI projects and audits.
14. Provides age-appropriate vaccinations screening
15. Coordinate with Washington State Department of Health Childhood Vaccine Program in receiving, monitoring storage, reporting and safe caretaking of state-provided pediatrics vaccines.
16. When available and appropriate, assist LTHC nurses in providing care in the Adult Medical Clinic.
17. Assist MCH team with telemedicine, including preparing patient with on-boarding via video program (i.e. Zoom, Microsoft Teams, etc.)
18. Is a required staff position to be present in the clinic when the 'essential' staff requirement is utilized in adverse weather circumstances, closures due to ice and snow, early releases by tribal administration, and numerous tribal administrative closures for various reasons.
19. Administrative duties as assigned.

MINIMUM QUALIFICATIONS:

- Registered Nurse (RN) required
- Current Washington State RN License required
- Three years of nursing experience in a primary care setting required.
- Experience in a Tribal Health clinic preferred.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience using an electronic health record
- Needs a knowledge of the community's culture and traditions.
- Knowledge of and ability to apply the principles of clinic operation and management. Ability to prioritize and delegate nursing duties.
- Professional knowledge of and the ability to apply nursing care principles, practices and procedures required to assess needs of wide variety of medical, surgical, obstetrical, gynecological, pediatric and emergency patients, as well as, knowledge of the normal course of diseases, anticipated complications and indicated therapeutic interventions.
- Knowledge of pharmaceuticals, their desired effects, side effects and complications of their use.
- Knowledge of skill in operation of specialized medical equipment, such defibrillator, EKG, suction machine, autoclave, cast cutter, etc.
- Work in the ambulatory health care setting requires considerable walking between examination and treatment rooms, bending and lifting of patients in and out of wheelchairs and on/off stretchers often exceeds 50 pounds. Ability to cope with constant changes in a stress laden environment.
- Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. The work includes a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors. The work involves moderate risks with exposure to contagious disease and infection.

- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Maintain patient privacy rights and adhere to HIPAA.
- 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.

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.