



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: Clinical Nurse Manager
Lummi Tribal Health Center (LTHC)

OPEN: September 28, 2023

CLOSES: November 09, 2023

EXEMPT: Yes

JOB CODE:

SALARY: (13/14) \$46.10-\$59.64/hr. DOE

DIVISION: Health & Human Services

SHIFT: Day

DEPARTMENT: LTHC

LOCATION: LTHC

SUPERVISOR: Executive Medical Director

DURATION: Regular Full-Time

VACANCIES: 1

JOB SUMMARY: This position will provide management and supervision of the clinical nursing team within the primary care department of the Lummi Tribal Health Center. This role will oversee RN, LPN, and MA staff involved in primary care. The position will join a comprehensive tribally run health system providing adult and pediatric medical care, dental, pharmacy, lab, public health, behavioral health, and chemical dependency services.

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

1. Performs supervisory and management functions of clinic nurses, responsible for performance appraisal, training new nursing staff; responsible for scheduling and maintaining appropriate nurse to provider ratios.
2. Determines and helps drafts policies and procedures and resources required for consistent, comprehensive, and efficient health services. Identifies areas of inter/intra-departmental conflict or breakdown in delivery of care. Requires working with other departmental supervisors to identify and resolve conflict. Initiates discussion, planning, implementing and/or coordination of resolution and necessary changes. Acts as clinic focal point for intra/office coordination in order to ensure the smooth operation of the health care clinic.
3. 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.
4. Assures that the nursing staff document appropriately in the patient medical chart; ensures outside records (e.g., EKG strip, referral paperwork, lab & imaging reports, etc.) are ready for the physician's use.
5. Oversees nurse assessments with the need to order "standing order" labs (i.e., urinalysis, pregnancy, STD, etc.) based on intake assessment.

6. Screens and assesses high volume of patient and outside provider/agencies telephone calls.
7. Provides and oversees direct nursing care to patients, including measures designed to prevent complications and minimize disabilities. Assists physician and diagnostic, therapeutic and surgical procedures. Operates a variety of medical equipment. Ensures that equipment is in working order. Initiates appropriate wound care and immunization. Assists with casting and suturing.
8. Utilizes and communicates to nursing staff established medical protocols to treat stable phases of chronic illnesses and minor health problems.
9. Evaluates results of patient care provided; makes changes in procedures and approaches to care as necessary for quality assurance.
10. 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
11. Administers oral and parenteral medications.
12. Ensures continuity of care with referrals for follow-up care, arrangements for appointments and collaboration with other health care professionals.
13. Teaches patients and families about management of medications, nutrition, treatments, and necessary tests at home.
14. Works to support population health programs including using electronic patient registries to manage important preventative health services. Will identify patients who require scheduled follow up and work with other nursing and medical staff to coordinate patient care.
15. Assists with QI projects and audits.
16. 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.
17. Administrative duties as assigned.

MINIMUM QUALIFICATIONS:

- Current Washington State Registered Nurse (RN) license; and
- Nine (9) years of experience as a RN; and
- Three (3) years of supervisory experience; and
- Three (3) years of clinical management experience.
- Bachelor degree in Nursing, *preferred*.
- Experience working for a Tribal Health clinic, *preferred*.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience using an electronic health record
- 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 as 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:

- Physical Requirements: while performing the duties of this job, the employee is required to stand, walk, sit, climb stairs, balance, stoop, kneel, reach with arms and hands, and crouch.
- Must be able to lift and or move up to 25 pounds.
- 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.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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.