



# 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:** Registered Nurse- Primary Care Clinic

**\*\*Re-Advertise\*\***

**OPEN:** March 28, 2024

**EXEMPT:** Yes

**SALARY:** (11) \$34.94-\$45.50/hr. DOE

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** 1 RFT or 2 Part-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** LTHC-Nurses

**SUPERVISOR:** Clinical Nurse Manager

**VACANCIES:** 1

**JOB SUMMARY:** This position plays a crucial role ensuring the efficient and effective delivery of patient care. Works closely with the nurse manager, providers, and other nursing staff to provide and achieve high-quality healthcare services for the Lummi Tribal community.

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

1. Performs telephone and walk-in triage of patients and refers as appropriate.
2. Assist in coordinating the triage process to ensure timely and accurate assessment of patients.
3. Conducts appropriate clinical assessments and nursing triage through phone, telemedicine, or in-person services prioritizing patient needs based on the urgency and severity of their conditions.
4. Utilize standardized protocols and guidelines to determine appropriate levels of care.
5. Perform comprehensive patient assessments, including obtaining medical history and vital signs. Recognizes symptomatology of common medical illnesses and accurately reports to provider.
6. Acts as a liaison between the patient, the patient's family, and providers.
7. Assist in scheduling and preparing for special procedures, such as dressing applications, ear irrigations, pelvic examination, suture placement, and removal. Performs basic laboratory examinations on urine and stool testing, reporting any abnormal laboratory values. Performs venipuncture per license, 12-lead electrocardiograms including rhythm strips, pregnancy testing, and throat cultures.
8. Administers clinic medications which may include IM and SQ medications as well as vaccines.
9. Identify potential emergencies or critical situations and initiate appropriate actions.
10. Monitor and track patient outcomes, follow-up appointments, and referrals.
11. Assess the need to order "standing-order" labs (i.e., urinalysis, pregnancy, STD, etc.) based on in-take assessment.
12. Provide patient education on disease prevention, self-care, and medication management.
13. Offer counseling and support to patients and their families, addressing their questions and concerns.

14. Provide accurate information and supporting documentation to EMS personnel and 911 operators when an emergency occurs.
15. Ensure culturally sensitive and appropriate care delivery, considering the unique needs of the tribal community.
16. Collaborate with the nurse manager to monitor and evaluate the effectiveness of triage processes.
17. Promote a supportive and collaborative work environment, fostering teamwork and professional growth.
18. Identify opportunities for quality improvement and implement evidence-based practices.
19. Ensure compliance with regulatory standards, tribal policies, and healthcare accreditation requirements.
20. Attends staff/nursing meetings as requested.
21. Participate in quality improvement initiatives.
22. Assist other clinic staff members in AAAHC preparedness.
23. Assist when needed in the maintenance of daily general cleanliness and orderliness of the exam rooms; clean & prepares rooms between patients; replenish supplies weekly and as needed; dispose of contaminated waste and clean contaminated areas as needed
24. Ensures all ancillary duties are maintained (i.e., maintaining O2 tanks, fridge temperatures, Needle Stick log, sterilizing equipment/utensils, etc.), as assigned.
25. Assist in implementing training programs to enhance the knowledge and skills of the nursing team.
26. Works collaboratively with the nurse manager in duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Current RN license with the State of Washington, *required*.
- Minimum of 3 years of nursing experience, *required*.
- Current BLS or within 90 days of hire
- Experience working in 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:**

- Demonstrate ability to administer medication in accordance with the scope of the license.
- Familiarity with EPIC electronic health records, preferably, and proficiency in clinical documentation.
- Ability to work well with a variety of personalities.
- Dependable and reliable
- Demonstrate the ability to make mature judgments in sensitive situations.
- Knowledge and application of confidentiality and HIPAA regulations.
- Work requires regular and recurring bending, lifting, stopping, and stretching while providing nursing care.

27. Knowledge of tribal healthcare systems, cultural practices, and sensitivity to the needs of the tribal community.
28. Must have the unique ability to safely multi-task concurrently with addressing the broad range of requests from the community.
29. Excellent communication skills, both verbal and written, with the ability to communicate effectively with patients, healthcare professionals, and staff.
30. Strong critical thinking and problem-solving abilities, with the capacity to make sound decisions under pressure.
31. Commitment to maintaining patient confidentiality and upholding ethical standards.

**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.
- 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 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](mailto: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.