

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION
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TITLE: Registered Nurse

POSITON: Full-Time

LOCATION: Kickapoo Health Center

SUPERVISOR: Health Clinic Director

Position Description:

This individual is responsible for ensuring the well-being of patients and for providing a positive, supportive environment of care for patients.

Duties and Responsibilities:

- Responsible for the delivery of medical services.
- Responsible for assessing, screening and triaging patients and for maintaining medical records related to each patient care encounter.
- Assess medical status of new clients, performs on-going assessments, and implements physician orders in a timely manner.
- Participate in the orientation of clients to the program and facility.
- Administers medications as prescribed and monitors for adverse effects.
- Communicates effectively and professionally to patients and other health care professionals to coordinate patient care.
- Maintains strict confidentiality.
- Maintains records for immunization reporting.
- Performs and submits monthly immunization reports.
- Responsible for ordering, receiving and stocking supplies.
- Performs blood draws and prepares specimens for submission to outside laboratory.
- Performs related duties as assigned.
- Adopts and adheres to patient care protocols in accordance with national and Area Office IHS standards of practice.

Knowledge, Skills and Abilities

- Comprehensive knowledge of nursing care.
- Ability to provide leadership necessary to ensure a positive team approach.
- Ability to maintain detailed records.
- Ability to establish and maintain positive professional relationships.

Qualifications:

- Must have a current Kansas Licensed as a Registered Nurse.
- Must have completed all required training for a Registered Nurse.
- Must have current CPR certification.

Privacy Policy:

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(l).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Crime Control Act:

Public Law 101-647, also known as the Crime Control Act of 1990 (Act), requires that all individuals involved with the provision of child care services to children under the age of 18 undergo a criminal background check. "Child care services" include, but are not limited to, social services, health and mental health care, child (day) care, education (whether or not directly involved in teaching), and rehabilitative programs. Any conviction for a sex crime, an offense involving a child victim, or a drug felony, may be grounds for denying employment or for dismissal of an employee providing any of the services listed above. The applicant will provide the necessary information to the Human Resources staff for obtaining the background check. The organization may hire a staff person provisionally prior to the completion of a background check, if at all times prior to the receipt of the background check during which children are in the care of newly-hired person, the person is within sight and under the supervision of a previously investigated staff person.

Job description: Registered Nurse

Employee Signature

Date