

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Registered Nurse
POSITION NUMBER: 00406
DEPARTMENT: Nursing
LOCATION: 2901 S Overland Drive Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Director of Nursing
SALARY: NE15 \$23.64/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 6, 2015
CLOSING DATE: Until Filled
Transfer Date: May 13, 2015
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will supervise nursing staff and ensure the highest quality of nursing care is provided to all AJNH residents. Ensures Nursing Department operates in accordance with applicable laws, regulations, policies and procedures. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Participate in planning, directing and supervising care plans and Minimum Data Set for each resident; assess resident needs; design and maintain a care plan in cooperation with physician's orders, nursing personnel, and interdisciplinary team; communicates frequently with resident's family.
2. Assume charge nurse role as needed or assigned.
3. Provide direct nursing care to residents; recognize and interpret symptoms; assist with therapeutic and diagnostic measures; administer medication and treatment as per physician's orders; assure special and emergency needs are met; maintains complete and accurate medical records. Report any changes of condition promptly to physician.
4. Assign duties to nursing staff as appropriate based on training and experience.
5. Promote resident education by assisting in resident orientation on effective and active therapy and rehabilitation and teaching good health habits.
6. Maintain and monitor nursing equipment, supplies and inventory.
7. Assist in maintaining an environment conducive to the physical, spiritual and emotional well being of residents and personnel.
8. Implement and participate in staff development and training programs.
9. Adhere to departmental dress code.
10. Contributes to the team effort.

JOB DESCRIPTION

Registered Nurse

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

11. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
12. Perform basic nursing care such as but not limited to bathing, personal hygiene, grooming, toileting, transferring and feeding residents.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand and walk; use hands/fingers to handle, or feel; reach and pull with hands and arms; talk and hear.
2. Occasionally stand; stoop, kneel, crouch, or crawl and lift and/or move up to One hundred (100) pounds with assistance.
3. Work is generally performed in a nursing home setting with a moderate noise level where employee may be exposed to unpleasant odors, hazardous material and infectious disease. Situations where safety-toe shoes, safety goggles, gloves or protective face shields are needed may occur. Work environment may include exposure to life and death situations where employee must be on call twenty-four (24) hours. Must have a phone and ability to be contacted promptly in case of low staffing or an emergency. May be required to stay in the case of call in, severe weather, etc., until appropriate replacement arrives.
4. Evening and/or weekend work and extended hours and irregular shifts may be required
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of geriatric nursing.
4. Knowledge of emergency medical procedures.
5. Skill in supervising, training, and evaluating assigned staff.
6. Skill in preparing and maintaining patient records.
7. Ability to use computer, fax machine and copier.
8. Ability to exercise sound judgment in decision making.
9. Ability to foster a cooperative work environment.
10. Ability to work both independently and in a team environment.
11. Ability to operate various types of medical equipment including oxygen, wound vacuums, tube feeding pumps, suction machines, ambu bags and patient lifts.
12. Ability to be compassionate and caring.
13. Ability to maintain quality, safety, and/or infection control standards.
14. Ability to observe, assess, and record systems, reactions and progress.
15. Ability to work extended hours including evenings, weekends and holidays.
16. Ability to work independently and meet strict time lines.
17. Ability to communicate efficiently and effectively both verbally and in writing.
18. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
19. Ability to obtain Oneida Certification in Reporting Child Abuse and Neglect is required within ninety (90) days of employment.
20. Must be willing to obtain CPR and Red Cross First Aide Certified within ninety (90) days of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
21. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
22. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department)**
23. Must be willing and able to obtain additional education and training.
24. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

JOB DESCRIPTION

Registered Nurse

Page 3

STANDARD QUALIFICATIONS: (Cont.)

25. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. One (1) year of work experience as a professional nurse in a clinic, hospital or nursing home.
2. Previous supervisory experience.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Associate Degree in Nursing
2. One (1) year of work experience as a professional nurse.
3. Must be currently licensed in the State of Wisconsin as a Registered Nurse.
4. Must have a working phone to be contacted as needed.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**