

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resource Department  
909 Packer land  
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:** License Practical Nurse (LPN)  
**POSITION NUMBER:** 01099  
**DEPARTMENT:** Nursing  
**LOCATION:** 525 Airport Road Oneida WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Nursing Supervisor  
**SALARY:** NE11 \$16.14/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 11, 2016  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** May 18, 2016  
**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

Under direct supervision of the Nursing Team Supervisor or Registered Nurse, provide general patient care, employees, and basic patient education. Perform duties which indirectly support patient care such as scheduling, recordkeeping, and maintaining supplies inventories. Continuation of this position is contingent upon funding allocations.

### DUTIES AND RESPONSIBILITIES:

1. Schedule and coordinate paperwork for patient/doctor appointments.
2. Assist doctors, registered nurses, and/or providers with examinations, treatments, special tests, and procedures.
3. Review patient charts, obtain and record patients' vitals, medications, allergies, medical history, and reasons for patient visits.
4. Record and report observed symptoms, reactions, treatments, and changes in the patients' conditions.
5. Administer medications; apply sterile dressings.
6. Ensure equipment is maintained in proper working condition and medical supplies are adequately stocked.
7. Coordinate labeling, delivery, and receipt of laboratory specimens and results; provides information and coordinates follow-up visits.
8. Practice safety, environmental, and/or infection control methods.
9. Ensure strict confidentiality of records.
10. Contribute to a team effort and accomplishes related results as required.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
13. 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; reach and pull with hands and arms; and talk and hear.
2. Occasionally is required to sit; and stoop, kneel, crouch, or crawl and/or move up to twenty-five (25) pounds.
3. Work environment is generally performed in a medical office setting with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine basis.
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 are required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of JCAHO, HIPAA, Workers Compensation, OSHA, Federal, State and Local regulations.
3. Knowledge of current principles, methods and procedures for the delivery of nursing procedures and quality of care.
4. Knowledge of patient care charts and patient histories.
5. Knowledge of CPR and emergency medical procedures.
6. Knowledge of related accreditation and certification requirements.
7. Knowledge of clinical operations and procedures.
8. Knowledge of health education theory and practice.
9. Knowledge of supplies, equipment, and/or services ordering and inventory control.
10. Knowledge of appropriate procedures and standards for the administration of medications and patient care aids.
11. Skill in performing clinical and medical procedures.
12. Skill in maintaining patient records.
13. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
14. Obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days
15. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
16. Ability and willingness to provide strong customer service orientation.
17. Ability to observe, assesses, and record symptoms, reactions, and progress.
18. Ability to maintain quality, safety, and/or infection control standards.
19. Ability to safely lift, and physically manipulate patients.
20. Ability to schedule appointments.
21. Ability to communicate effectively in the English language, both verbally and in writing.
22. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
23. Ability to foster a cooperative work environment.
24. Ability to work both independently and in a team environment.
25. Ability to communicate technical information to non-technical personnel.
26. Ability and willingness to be CPR Certified or the ability to obtain within three (3) months of employment. Must maintain CPR Certification during employment.
27. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
28. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
29. Must be willing and able to obtain additional education and training.
30. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
31. A valid driver's license, reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.
32. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

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**License Practical Nurse**  
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**PREFERRED QUALIFICATIONS:**

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

**MINIMUM QUALIFICATIONS:**

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

1. Wisconsin's License as a Licensed Practical Nurse.
2. One (1) year of experience as a LPN or related field in a clinic, hospital or employee health setting.

**ITEMS TO BE SUBMITTED:**

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