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

APPLY ONLINE AT:
http://oneida-nsn.gov

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

POSITION TITLE:	Registered Nurse-Community/Public Health
POSITION NUMBER:	01137
DEPARTMENT:	Community Health Nursing
LOCATION:	525 Airport Drive, Oneida
DIVISION:	Comprehensive Health
RESPONSIBLE TO:	Nursing Supervisor
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:	June 27, 2016
CLOSING DATE:	July 5, 2016
Transfer Deadline:	**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

Provide professional nursing care to members of the Oneida Community utilizing the nursing process in the community health setting. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assess patient's condition and nursing needs; set goals and utilize appropriate nursing actions to achieve goals.
2. Obtain patients history; take and record vital signs.
3. Provide and document nursing care.
4. Provide public health related nursing services to individuals, families and the general community in an effort to promote wellness and prevent illness.
5. Complete analysis, interpretation of health data for the purpose of planning and evaluating public health interventions, follow-up and outreach activities aimed at the prevention of chronic and communicable disease.
6. Nursing activities provided in home/field will focus primarily on wellness and prevention services with an emphasis on empowering individuals and families toward greater self-sufficiency.
7. Participate in State Tribal and Federal (I.H.S.) sponsored public health initiatives as needed.
8. Participation in on-going community needs assessment, with a willingness to assist in the development, implementation and evaluation of programs created to address identified needs.
9. Organize and facilitate health education programs for the Oneida Community.
10. Participate in the continuing education and skills training needs to maintain and expand professional knowledge, skills and public health nursing duties.
11. Ensure referral and follow up to assist individuals, families, groups, organizations and community to utilize necessary resources to prevent, resolve problems and/or concerns.
12. Complete necessary grant data reports and forward to appropriate management.
13. Support, update, maintain, and adhere to established policies and planning endorsed by the Health Center.
14. Provide surveillance, investigation, public information in disease outbreaks and collaborate with other agencies in biological, environmental and weather emergencies.

DUTIES AND RESPONSIBILITIES:(Cont.)

15. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
16. Encourage patients to actively participate in their own care by asking questions and reporting treatment or situations that they don't understand or may "not seem right".
17. Ensure strict confidentiality of records.
18. Contribute to a team effort and accomplishes related results as required.
19. Assist with other Community Health Nursing Programming as needed.
20. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
21. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
22. 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, walk, sit, stoop, kneel, crouch, crawl; handle, feel; reach and pull with hands and arms; talk and hear. Occasionally lift and/or move up to fifty (50) pounds.
2. Work is generally performed in a medical office, home setting or 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 inclement weather. Exposure to latex products on a routine basis.
3. Work environment is not smoke free.
4. Evening and/or weekend work and/or 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 thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of Accreditation, 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 current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
6. Knowledge of community outreach health initiatives.
7. Knowledge of emergency medical procedures.
8. Knowledge of related accreditation and certification requirements.
9. Knowledge of clinical operations and procedures.
10. Knowledge of health education theory and practice.
11. Skill in preparing and maintaining patient records.
12. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
13. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
14. Skill in interpersonal relations.
15. Ability to observe, assess, and record symptoms, reactions, and progress.
16. Ability to maintain quality, safety, and/or infection control standards.
17. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
18. Ability to clearly communicate medical information to professional practitioners and/or the general public.
19. Ability to communicate effectively in the English language, both verbally and in writing.
20. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
21. Ability to foster a cooperative work environment.
22. Ability to work both independently and in a team environment.
23. Ability to learn and operate Public Health Software, SharePoint, GAC, WIR & WEDSS.
24. Ability to exercise sound judgment in decision making.
25. Ability to communicate technical information to non-technical personnel.
26. Ability to demonstrate excellence and continually seek improvement in results.

STANDARD QUALIFICATIONS: (Cont.)

27. Ability to obtain CPR Certification within six (6) months of employment. Must maintain certification during tenure of employment.
28. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
29. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
30. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
31. Must be willing and able to obtain additional education and training.
32. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
33. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation 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.
34. A valid driver's license, reliable transportation, and insurance. 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 and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. One (1) year patient care experience in a community outreach setting.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Nursing; Wisconsin's Licensed Registered Nurse.
2. One (1) year of experience as a Registered Nurse.

ITEMS TO BE SUBMITTED:

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