ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department

909 Packerland Dr
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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: MDS SUB-ACUTE REHAB NURSE
POSITION NUMBER: 02570
DEPARTMENT: Nursing
LOCATION: Anna John Resident Centered Care Facility
DIVISION: Comprehensive Health
RESPONSIBLE TO: Director of Nursing
SALARY: NE15 $23.64 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: July 7, 2016
CLOSING DATE: Until Filled
Transfer Deadline: July 14, 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

This position will Assist the Director of Nursing Services in planning, organizing, developing, and directing the day-to-day functions of the Nursing Service Department in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be directed by the Administrator, the Medical Director, and/or the Director of Nursing Services, to ensure that the highest degree of quality care is maintained at all times. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assign on-call status to guide the nursing staff in the day to day operations as scheduled by the Director of Nursing Services.
2. Assign duties to nursing staff as appropriate based on training and experience.
3. Implement and participate in staff development and training programs.
4. Participate in developing, maintaining and updating policies and procedures that govern the day-to-day functions of the nursing service department.
5. Coordinate and plan the nursing services portion of the resident's admission and discharge plan by:
   a. Assess and determine the health status and level of care for all new admissions
   b. Maintain an accurate schedule of all MDS assessments to include the proper reference dates throughout the resident's stay.
   c. Evaluate resident care plans for comprehensiveness and individuality
   d. Assists disciplines in formulating and revising care plans.

DUTIES AND RESPONSIBILITIES: (Con't)

e. Perform basic nursing care such as but not limited to bathing, personal hygiene, grooming, toileting, transferring and feeding residents.
f. Provide direct nursing care to residents; recognize and interpret symptoms; assist with therapeutic and diagnostic measures; administer medication and treatment per physician's orders; ensure special and emergency needs are met; maintain complete and accurate medical records. Report any changes of condition promptly to physician.
g. Ensure resident's problems are identified and prioritized
h. Enter and processes physician orders.
i. Assess the achievement or lack of achievement of desired outcomes.

6. Promote resident education by assisting in resident orientation on effective and active therapy and rehabilitation and teaching good health habits
7. Assist in maintaining an environment conducive to the physical, spiritual and emotional well-being of residents and personnel.
8. Participate in facility surveys (inspections) made by authorized government agencies as requested by the Administrator or Director of Nursing Services.
9. Ensures the accurate and timely completion of all MDS Assessments including PPS Medicare, quarterly, annual, significant change.
   a. Ensure accuracy and electronic submission of MDS assessments.
   b. Verify electronic submissions of MDS, perform corrections when necessary and maintain appropriate records.
   c. Coordinates interdisciplinary participation in completing the Minimum Data Set (MDS) for each new admission to facility according to regulatory time frames.
10. Communicate level of care for new resident to all disciplines.
11. Generate appropriate forms to complete level of acuity and changes. Transmits forms to the appropriate agency for processing as required by state law.
12. Implement all level of care changes; notify all departments when a level of care change has been made.
13. Schedule and conduct resident care conferences in compliance with state and federal regulations and ensures completion of all MDS reviews prior to resident care conference.
14. Ensures completeness and thoroughness of documentation as mandated by federal and state standards.
15. Input Diagnosis codes in the electronic health record in a timely manner.
16. Assess, develop, implement, and monitor nursing restorative programs in order to maintain or attain residents at their highest level of functioning.
17. Act as a liaison between therapy and nursing and promote a restorative nursing philosophy
18. Participate in the RESIDENT SAFETY PROGRAM leading fall prevention and restraint reduction
19. Participate in Quality Assurance Committee. Educate facility staff, residents, and families regarding resident safety and restorative program.
20. Contributes to the team effort. 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.
21. In the absence of the Director of Nursing Services, you will perform the duties of the Director. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
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. Evening, Night, and/or weekend and/or Holiday work and extended hours and irregular shifts may be required
2. Employees are required to have proof of immunity or dates of two(2) doses of MMR and proof of immunity or dates of two(2) doses of Varicella prior to starting in any position of the Oneida Comprehensive Health Division. Any declination refusing vaccination may put the applicants' ability to advance through the hiring process to further review and consideration for the position.
3. 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 and regulations.
2. Knowledge of geriatric nursing.

STANDARD QUALIFICATIONS: (Con't)

3. Knowledge of emergency medical procedures.
4. Skill in Supervising, training and evaluating assigned staff.
5. Skill in preparing and maintaining patient records.
6. Ability to exercise sound judgment in decision making.
7. Ability to foster a cooperative work environment.
8. Ability to work both independently and in a team environment.
9. Ability to operate various types of medical equipment including oxygen, wound vacuums, tube feeding pumps, suction machines, ambu bags and patient lifts.
10. Ability to maintain quality, safety, and /or infection control standards.
11. Ability to observe, assess, and record systems, reactions, and progress.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
15. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. (Training will be administered by the Human Resource Department.)
16. 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.

PREFERRED QUALIFICATIONS:

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

1. Five (5) years nursing experience in long-term care.
2. Three (3) years supervisory experience.
3. Certified as a Resident Assessment Coordinator.

MINIMUM QUALIFICATIONS:

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

1. Associate Degree in Nursing with three (3) yeas working as a professional nurse in a long term care facility.
2. One (1) year of work experience as a supervisor in nursing.
3. One (1) year 3.0 MDS experience.
4. Must be currently licensed and in good standing in the State of Wisconsin as a Registered Nurse.
5. Must have a working phone to be contacted as needed.