

**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

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900  
Fax: (920) 496-7490

**FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Assistant Director of Nursing  
**POSITION NUMBER:** 03025  
**DEPARTMENT:** Nursing  
**LOCATION:** 2901 S Overland Rd  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Director of Nursing  
**SALARY:** E06 \$52,855/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** April 9, 2019  
**CLOSING DATE:** April 16, 2019  
**Transfer Deadline:** April 16, 2019  
**Proposed Start Date:** As Soon As Possible

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation 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.

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**POSITION SUMMARY**

Assist in planning, organizing, managing, and evaluation of nursing staff and aide in development of nursing services. Assist in the oversight of Nursing Services in accordance with current federal, state and local standards, guidelines and regulations that govern AJRCCCC and as may be directed by the Continuum of Care Director, the Medical Director and or the Director of Nursing to ensure that the highest degree of quality care is maintained at all times. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Be available to the on-call status to guide the nursing staff in the day to day operations as scheduled.
2. Establish, implement and communicate goals, objectives, policies and procedures in accordance with contractual requirements and established federal, state and local regulations.
3. Coordinate, evaluate and supervise all resident care; resident plan of care, rehabilitation programs; restorative programs and response to medication and treatments.
4. Conduct resident rounds with the physician when requested.
5. Provide clinical supervision to ensure compliance with State, Federal regulations, resident plan of care and facility policy and procedures.
  - a. Assign duties to staff as appropriate based on education, training and experience.
  - b. Work with nursing staff one-on-one to ensure nursing competencies are being met.
  - c. Coordinate the activities of staff to include evaluations, scheduling, disciplinary actions, hiring, training, orientation, coaching, and employee motivation.
6. Host regular staff meetings to ensure communication between personnel and program-related activities.
7. Assist in maintaining standard nursing practice, nursing policy and procedure manuals.
8. Keep leadership and other departments informed of status of department activities by attending meetings and submitting reports.
9. Address any complaints or reports of resident abuse, neglect or misappropriation of funds. Ensure proper and timely reporting of abuse neglect or misappropriation to State Agency.
10. 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.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. 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 walk and sit; reach with hands and arms; and talk and hear.
2. Occasionally stand, stoop, kneel, crouch, or crawl; 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 24 hours.
4. Must have the ability to take calls 24/7 and respond if needed in a timely manner.
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. Skill in preparing, reviewing, and analyzing operational and financial reports.
3. Ability to exercise independent judgment.
4. Ability to operate various types of medical equipment including oxygen, tube feeding pumps, suction machines, ambubags and patient lift.
5. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
6. Ability to communicate efficiently and effectively both verbally and in writing.
7. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
8. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
9. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
10. Ability and willingness to be CPR and Red Cross First Aide Certified. Must maintain CPR and Red Cross First Aide Certification during employment.
11. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Ability and willingness to obtain Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered. by the Human Resource Department).**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Employees are required to have proof of immunity or dates of 2 doses of MMR and of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
17. Must pass a background security check with the Oneida Nation 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 Nation's Gaming Division.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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**PREFERRED QUALIFICATIONS:**

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

1. Five (5) years of nursing experience in long term care.
2. Three (3) years supervisory experience.

**MINIMUM QUALIFICATIONS:**

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

1. Associate Degree in Nursing; three (3) years of current work experience in a long-term care facility.
2. One year (1) of current supervisory experience in nursing service administration in a long term care facility.
3. Must possess a Wisconsin State license as a Registered Nurse.

**ITEMS TO BE SUBMITTED:**

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