

APPLY IN PERSON AT:
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
P.O. Box 365
Oneida, WI 54155-0365

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

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

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

POSITION TITLE: Psychiatric RN
POSITION NUMBER: 02858
DEPARTMENT: Behavioral Health Services
LOCATION: 2640 West Point Road Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Intake Supervisor
SALARY: NE12 \$27.29/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: September 5, 2019
CLOSING DATE: Until Filled
TRANSFER DATE: September 12, 2019
Proposed Start Date: As Soon As Possible

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.

POSITION SUMMARY

Provide Psychiatric Nursing Care to patients receiving treatment through Oneida Behavioral Health. Refer client to other support services as needed. Continuation of this position is contingent upon funding allocations

DUTIES AND RESPONSIBILITIES:

1. Obtain information about patients through interviews, case history, and observational techniques; evaluate data to identify causes of problems and to determine advisability of counseling or referral to other specialists.
2. Apply Psychiatric Nursing expertise to facilitate multi-disciplinary case management and treatment.
3. Provide Psychiatric Nursing services to include taking vital signs assessment, blood pressure, pulse, weight, body temperature, and blood sugar testing.
4. Delegates for Psychiatrist in Prescription Drug Monitoring Program.
5. Ensure proper completion of referral paperwork.
6. Assist psychiatric providers with case management activities related to medication management of "psychiatrist only".
7. Assist with reviewing and processing medication refill requests for psycho-tropic medication through psychiatric providers.
8. Perform routine intake assessment, preliminary treatment planning, and referral of urgent, but non-emergent clients.
9. Provide patient education, follow-up support, brief coaching crisis management and referral to address client needs.
10. Perform urine drug screens.
11. Provides educational support to individual, family, groups both in and out of the therapeutic setting.
12. Work within the schools and community service organizations for coalition building and resource team development for mental health issues.
13. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
14. Utilize the Electronic Health Record to maintain case records containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA and Department rules, regulations and policies
15. Report potential or actual patient safety concerns and medical errors in a timely manner.

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DUTIES AND RESPONSIBILITIES: (Cont.)

16. 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.
17. Adhere to all Tribal Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. 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, sit; handle, feel; reach with hands and arms.
2. Occasionally stand; and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke.
4. May use noise cancelling headphones.
5. Evening and/or weekend work; extended hours and irregular shifts may be required.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
3. Knowledge of the theory, principles, practices and treatment for clinical care.
4. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
5. Knowledge of the Oneida Community, its history and culture with the ability to integrate into work.
6. Skill in working with children, adolescents and families.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to plan, implement and evaluate individual patient care programs.
9. Ability to work independently and meet strict time lines.
10. Ability to communicate efficiently and effectively both verbally and in writing.
11. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
12. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
13. Ability and willingness to obtain CPR Certification within ninety (90) days of employment.
14. Ability to obtain CSSRS Columbia Suicide Severity Risk Scale training within 30 days.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Employees are required to have proof of immunity or dates of 2 doses of MMR and 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. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department)**
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
20. 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.
21. 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. Experience in Substance Abuse
2. Experience working with Electronic Health Records.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Nursing, plus two (2) years of experience providing psychiatric nursing care.
2. Licensed by the Department of Safety and Professional Services as a Registered Nurse.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license degree or certification upon employment.**
2. **Must complete a pre-employment assessment prior to hire.**