

APPLY IN PERSON AT:

909 Packerland Drive
Green Bay, WI 54303



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

OR MAIL TO:

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>

POSITION TITLE: Psychiatric RN **LIMITED TERM EMPLOYMENT**
POSITION NUMBER: 1448A
DEPARTMENT: Behavioral Health Services
LOCATION: 2640 West Point Road Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Psychiatrist
SALARY: NE11 \$24.82/ Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non Exempt
POSTING DATE: March 20, 2017
CLOSING DATE: Until Filled
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

This position will 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 dual Nursing/Professional Counseling training and expertise to facilitate a multi-disciplinary case management and treatment.
3. Provide Psychiatric Nursing services to include taking vital signs assessment, blood pressure, pulse, weight, body temperature, blood sugar testing, random urine drug screening.
4. Assist psychiatric providers with case management activities related to medication management "psychiatrist only" caseload.
5. Assist with reviewing and processing medication refill requests for psycho- tropic medication through psychiatric providers.
6. Perform routine intake assessment, preliminary treatment planning, and referral of urgent, but non-emergent clients with potential needs for expedited psychiatric care.
7. Provide patient education, follow-up support, brief counseling, crisis management and referral to address client needs in the absence of an available psychiatric and/or other mental health provider.
8. Perform urine drug screens and administer I.M. medication.
9. Provides educational support to individual, family, groups both in and out of the therapeutic setting.
10. Work within the schools and community service organizations for coalition building and resource team development mental health issues.
11. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
12. Maintain case records containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA and Department rules, regulations and policies
13. Report potential or actual patient safety concerns, medical errors and/or near misses in a timely manner.
14. Monitor condition of client to evaluate success of therapy and adapt treatment program as needed. Ensure adherence to Hospitals and departmental policies and procedures.
15. Establish and maintain good rapport and effective working relationships with patients, visitors, physicians and Hospitals employees.

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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. Evening and/or weekend work; extended hours and irregular shifts may be required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. 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 department organization, functions, objectives, policies and procedures.
3. Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
4. Knowledge of the theory, principles, practices and treatment for clinical care.
5. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
6. Knowledge and understanding of the Oneida Nation culture, tradition and values.
7. Skill in working with children, adolescents and families.
8. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
9. Ability to plan, implement and evaluate individual patient care programs.
10. Ability to work independently and meet strict time lines.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
14. Ability and willingness to obtain CPR Certification within ninety (90) days of employment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
19. 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 Oneida Nation Gaming Ordinance as they pertain to the position and the location of the department.
20. 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 Nation 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. Masters Degree.
2. Clinical Abuse Counselor by the Wisconsin Department of Regulations and Licensing.

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MINIMUM QUALIFICATIONS:

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

1. Bachelors Degree in Nursing, Psychology, Social Work, or closely related field plus two years of experience providing psychiatric nursing care.
2. State of Wisconsin Registered Nurse license.

ITEMS TO BE SUBMITTED:

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