

**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:** Director of Nursing  
**POSITION NUMBER:** 02855  
**DEPARTMENT:** Administration  
**LOCATION:** 525 Airport Rd, Oneida WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Medical Director  
**SALARY:** E08 \$69,901/Annually (NEGOTIABLE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** January 15, 2021  
**CLOSING DATE:** January 22, 2021  
**Transfer Deadline:** January 22, 2021  
**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 is accountable for ambulatory/procedural clinical areas and has full-time management responsibilities of clinical nursing staff. Responsible for the practice of nursing and the quality of nursing care. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Provide and monitor planning, organizing, evaluating, managing and directing nursing operations within the Medical Clinic.
2. Develop and monitor nursing standards of care and practice in compliance with Accrediting Agency requirements like AAAHC.
3. Develop and implement organizational policies and procedures related to nursing practice.
4. Ensure the competency of nursing staff through appropriate licensing, orientation, staff development and performance appraisal.
5. Acts as a resource and facilitates collaboration between nursing personnel and other health care disciplines throughout the organization and within the healthcare system and the community.
6. Develop and administer interdisciplinary management teams.
7. Responsible for the nursing component of the total budget and advocates for/allocates available resources to promote efficient, effective, safe and compassionate nursing care based on current standards of nursing practice.
8. Make reports to the appropriate Division Directors regarding nursing issues and concerns.
9. Promotes ongoing development of all staff and for maintaining a professional environment in which all staff can grow and develop.
10. Provide and monitor the development and implementation of effective nursing staff recruitment and retention strategies.
11. Supervise personnel, which include work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
12. Ensure the confidentiality of records and files used in the course of patient care.
13. Ensure assignments of staff provide adequate nursing coverage.
14. Develop orientation programs for all nursing departments within the Oneida Community Health Center.
15. Long Range planning must include plans for expansion of nursing services, the type of health services needed by the membership, as well as comprehensive community wide assessments of the needs of the Oneida Community in coordination of health trends at the local level and at the national levels.
16. Maintain a good communication with co-workers and maintain a positive and professional work environment.

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

17. Contribute to a team effort and accomplish related results as required.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. 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; use hands and arms; talk, hear, and walk in tight aisles.
2. Occasionally sit; and stoop, kneel, crouch, or crawl. Lift and/or move up to fifty (50) pounds.
3. Work is generally performed in a clinical 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 latex products on a routine basis.
4. Evening, on-call and/or weekend work and 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.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of and proficient in applicable Oneida Nation, federal, state, county, and local laws, regulations, and requirements.
2. Knowledge of and proficient in nursing theory and evidenced based nursing practice.
3. Knowledge of and proficient in-patient evaluation and triage procedures.
4. Knowledge of and proficient in accreditation and certification requirements and standards for health care.
5. Knowledge of and proficient in clinical operations and procedures.
6. Knowledge of and proficient in appropriate procedures and standards for the administration of medications and patient care in an ambulatory setting.
7. Knowledge of and competency in preparation and management of a multi-million-dollar budget.
8. Skill in preparing and maintaining patient records.
9. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel and presentation software (such as PowerPoint).
10. Knowledge of and skill in operation of Electronic Medical Records systems.
11. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Responsible for the management and nursing leadership functions of Nursing within an Ambulatory Care Setting.
12. Ability to communicate effectively in the English language, both verbally and in writing.
13. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
14. Ability to react calmly and effectively in emergency situations.
15. Ability to foster a cooperative work environment.
16. Ability to develop and present educational programs and/or workshops.
17. Ability to organize training programs and competency reviews of nursing staff. Responsible for clinical competence for regular and temporary employees, Licensed Practical Nurses, Certified Medical Assistants and all ancillary staff and the professional practice of all levels of Registered Nurses.
18. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
19. Ability to obtain CPR certification in Basic Life Support for Health Care Providers from one of the following programs: American Heart Association or American Red Cross within thirty (30) days of employment if not currently certified.
20. Provides professional nursing leadership and administrative direction with and through Nursing Supervisors for the practice of Registered Nurses, Licensed Practical Nurses, Advanced Practice Nurses and other involved in clinical patient services.
21. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
22. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within thirty (30) days of employment and annually thereafter.
23. Must be willing and able to obtain additional education and training.
24. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.

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#### **STANDARD QUALIFICATIONS(Cont.):**

25. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of 2 doses 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.
26. 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.
27. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law 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. Master's degree in Nursing (MSN) or related field of (Nursing, Business, Public Health or Health Care Administration).
2. Knowledge of the Indian Health Service.

#### **MINIMUM QUALIFICATIONS:**

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

1. Bachelor's degree in Nursing from an accredited nursing program and a minimum of five (5) years RN experience in administration of patient care.
2. Five (5) years of current RN nursing supervisory experience in an ambulatory care setting.
3. Valid unrestricted Wisconsin License as a Registered Nurse.
4. Willingness to obtain current Basic Life Support for Health Care Providers from one of the following programs: American Heart Association or American Red Cross within thirty (30) days of employment if not currently certified.

#### **ITEMS TO BE SUBMITTED:**

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