

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

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



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

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

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

OPEN TO ALL APPLICANTS

POSITION TITLE: RN – School Nurse
POSITION NUMBER: 02381
DEPARTMENT: Community Health Services
LOCATION: 525 Airport Drive Oneida
DIVISION: Comprehensive Health
RESPONSIBLE TO: Public Health Manager
SALARY: Grade 20 \$29.45/Hr. (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 13, 2022
CLOSING DATE: Until Filled
Transfer Deadline: January 20, 2022
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 care utilizing the nursing process for programming at Oneida Nation School System. Provide clinical leadership for staff. Actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes. Continuation of this position is contingent upon funding allocations.

DUTIES/ RESPONSIBILITIES

The RN- School Nurse position performs the following essential functions within the framework of the Public Health Core Competencies (PHCC). These 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.

Analytical/Assessment Skills

1. Utilize data in the promotion of health and wellness; qualitative, quantitative, primary and secondary.

Policy Development/Program Planning Skills

2. Provide and maintain appropriate documentation to ensure compliance with applicable standards and policies.
3. Delegate nursing activities to available staff in an appropriate and reasonable manner that is consistent with the Wisconsin Nurse Practice Act, to ensure continuous quality of care in the absence of guardian and/or medical staff.
4. Participate in the development and updating of policies and procedures to ensure health and safety are routinely considered.
5. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
6. Evaluate policies and procedures for health impact.

Communication Skills

7. Operate business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
8. Communicate effectively in the English language, both verbally and in writing.

JOB DESCRIPTION

RN – School Nurse

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Cultural Competency Skills

9. Interact with customers, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.

Community Dimensions of Practice Skills

10. Collaborate with partners for promotion of wellness and disease prevention.
11. Develop new and maintain existing relationships with partners.

Public Health Sciences Skills

12. Coordinate health screenings to identify program participants that may require referral to a healthcare provider.
13. Develop individualized medical and emergency care plans as needed to ensure a safe learning environment for program participants.
14. Participates in individualized education plans when nursing expertise is sought.
15. Educate program staff on health-related skills and knowledge to meet program standards and policies.
16. Utilize the nursing process to address health and safety program needs.
17. Seek out and use evidenced base and best practices in programming.
18. Promptly identify and respond to public health threats and priorities which may involve working outside of day to day tasks.

Financial Planning and Management Skills

19. Follow purchasing processes for needed program supplies and services.

Leadership and Systems Thinking Skills

20. Willing to obtain additional education and training.
21. Contributes to team efforts to accomplish results as required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Work is generally performed in an office setting, as well as community sites including client's homes and workplaces.
2. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ ice, cold, heat., Community locations may subject worker to increased risk of driving hazards.
3. Community locations may subject worker to communicable diseases, insect and other disease vectors, toxins, hazardous materials, chemical and animals. Potential risk of blood borne pathogen exposure.
4. In all settings, employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behavior and/ or communication.
5. Due to the need for public health personnel to respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities: Must be able to be fitted and wear appropriate respiratory protection. Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions. Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
6. Evening and/or weekend work and/or extended hours and irregular shifts may be required.

STANDARD QUALIFICATIONS

Must adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

1. 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.
2. 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 Nations Gaming Division.
3. Must adhere to strict confidentiality in all matters. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within 30 days of employment and annually thereafter.

STANDARD QUALIFICATIONS

4. National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and NIMS700 certification within three (3) months of employment.
5. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
6. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
7. Employees are required to have proof of immunity or dates of 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.
8. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

PREFERRED QUALIFICATIONS

1. Two (2) years patient care experience in early childhood or pediatric setting.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Nursing.
2. Must possess a Wisconsin State license as a Registered Nurse.
3. One (1) year nursing experience working as a staff RN.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.**