

# Sisseton Wahpeton Oyate

## Job Description

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**Job Title:** Nurse

**Reports to:** Certified Nurse Practitioner

**Organizational Unit:** *Asniyapi* Field Health Primary Care Clinic

**Hours / Salary:** Full time (40 hours per week). Pay will be commensurate with education, licensure/ level, and work experience

**Summary:** The role of the Licensed Nurse (or Certified Nursing Assistant) at *Asniyapi* Field Health Clinic is to assist the Nurse Practitioners and Registered Nurse in delivering patient-centered care in a variety of clinic, community, and treatment settings where people live, age, work, and play (*medicine without walls*) and maintain clear, compassionate communications between the patient and healthcare team.

### **DUTIES AND RESPONSIBILITIES:**

1. Assists with scheduling of patient appointments
2. Answers the telephone, screens calls, and takes messages
3. Assists people with registration and data collection required to establish care and set up their chart in the AFHC electronic health record
4. Validates and updates patient demographic information and eligibility during every check-in, whether in-person or virtual
5. Collects, scans, and updates health insurance and all patient information into the electronic health record
6. Prepares for and escorts patients during visits at all settings, including telehealth
7. Interviews patients and records their medical history
8. Obtains and monitors patients' vital signs
9. Performs point of care testing under the supervision of the Registered Nurse or Certified Nurse Practitioners; documents results on logs and in the patient chart in accordance with standing orders and operating procedures
10. Attends the provider and/or nurse in the examination room
11. Transmits materials, supplies, medications, and laboratory specimens to, from, and between AFHC and other sites
12. Implements plans of care developed by the AFHC providers; contacts and checks on patients for follow-up; and transmits status, concerns, and status to the AFHC care team
13. Discusses care plan instructions with patients for treatment, medication, home-based care, and preventative lifestyle changes

14. Verifies that patient records are updated promptly and accurately in accordance with established policies, procedures and scope of practice
15. Facilitates patient transitions within and between health care settings through “warm hand-offs”, referrals, and informed consents / releases of information for continuity of care information exchange
16. Transmits patient documents to and from other providers, in accordance with defined processes
17. Scans patient records and uploads documents into the AFHC electronic health record
18. Assists with inventory and maintenance of supplies and materials
19. Cleans and maintains sanitary environments of care
20. Monitors environments of care for security and follows established procedures to protect the safety of staff and patients, including checking the locks and alarm systems and promptly reporting issues
21. Assists the AFHC team with community education and outreach, including use of social media
22. Networks with agencies and teams to implement the SWO Health/ Tribal Action Plan and mobilize collective impact on mutual goals

**QUALIFICATIONS:**

1. Current license as a Certified Nursing Assistant, Licensed Practical Nurse, or Registered Nurse
2. Basic Life Support (BLS) / Cardio-pulmonary Resuscitation (CPR)
3. Valid driver’s license and personal vehicle liability insurance

**SPECIAL CONDITIONS AND REQUIREMENTS:**

1. Physically, mentally, and emotionally fit to discharge all duties (*with accommodations for short-term illness or injury and disability in accordance with the SWO Personnel Policies*)
2. Ability to effectively communicate with a diverse range of people, including health professionals, Tribal officials, co-workers, and Tribal members needing assistance
3. Ability to work when *Asniyapi* Clinic is open for patient care, regardless of administrative work closures declared for Tribal Offices. The policy of Health Administration is to be open and continue to provide patient care whenever it is safe to do so, in accordance with posted work schedules / calendars.
4. Flexible schedule, including evenings and weekends, may be required. Possible activities include urgent patient needs, community education events, and make-up clinic days
5. Reliable personal transportation and ability to travel to multiple settings throughout the community
6. Experience with electronic health record management systems

7. Familiarity with and ability to use online systems, including Microsoft Office applications, Google Workplace, and Adobe
8. Lives and promotes an alcohol, tobacco, and drug-free lifestyle, which will be verified by initial pre-employment, annual, and random drug screens
9. Consents to and passes Federal background check and character investigation required to have regular contact with and control over Indian children and vulnerable adults
10. Complies with all applicable state, federal and local statutes, and regulations, including those that protect health and personally identifying information, confidentiality, and privacy, as well as ethical obligations, and professional standards
11. Work experience on the Lake Traverse Reservation, knowledge of Tribal Government operating systems, and familiarity with resources available to Tribal citizens
12. Familiarity with and ability to assist patients to access medical benefit program coverage, including Purchased Referred Care, Medicaid, Veterans Administration, private insurance, Medicare and supplements, and others
13. Complies with policies and procedures that protect the public from transmission of communicable diseases, including immunizations, vaccinations, COVID-19 screening, TB tests, isolation and quarantine, and use of personal protective equipment.

**Salary Range:** Amount of pay will be commensurate with the following nursing licensure levels:

| <i>Certified Nursing Assistant</i>   | <i>Licensed Practical Nurse</i>  | <i>Registered Nurse</i>  |
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| <ul style="list-style-type: none"> <li>• Current active, and unrestricted CNA certificate / license from the South Dakota Board of Nursing</li> </ul> <p><i>Salary Guide \$18-\$24/ hour</i></p> | <ul style="list-style-type: none"> <li>• Current active, valid, and unrestricted LPN license from the South Dakota Board of Nursing</li> </ul> <p><i>Salary Guide \$24-\$32 per hour</i></p> | <ul style="list-style-type: none"> <li>• Current active, valid, and unrestricted R.N. license from the South Dakota Board of Nursing</li> </ul> <p><i>Salary Guide \$33-\$36/ hour</i></p> |

Approved  Date 7/25/24