

Job Announcement

Position Title: Licensed Practical Nurse
Location: HHS/Clinic
Reports to: Director of Nursing Services
Opening Date: September 8, 2017
Closing Date: Until Filled

***** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.***
****Mille Lacs Band Member/American Indian preference applies******

SUMMARY:

The Licensed Practical Nurse performs a variety of patient care activities based on the needs of the individual patient, and assists with care planning and patient education.

QUALIFICATIONS:

- Formal post-secondary education in nursing is required.
- Current unrestricted Practical Nurse License required.
- One to three (1-3) years of prior experience in a clinic setting required.
- Knowledge of and experience in performing simple lab tests.
- Knowledge of practical application of infection control, exposure control and quality assurance practices.
- Experience with and understanding of Native American culture and is able to demonstrate cultural sensitivity.
- Knowledge of the Data Privacy Act and ability to maintain strict confidentiality of all patient, Clinic and Band information.
- Excellent oral and written communication skills required. Fluency in Ojibwe language preferred.
- Ability to work cooperatively with others and take direction.
- Ability to keep detailed records.
- Must have current driver's license, reliable personal transportation, proof of current insurance coverage, and insurability under the Band's Auto Insurance Policy.
- Must pass a pre-employment drug & alcohol test and a criminal background check.

DUTIES AND RESPONSIBILITIES:

- Take and record patient vital signs, medications, smoking status and other information on PCC.
- Prepare patient for physician exam and notify provider when patient is ready.
- Assist physician with patient exam at the providers' request.
- Prepare and administer injections and/or other treatments at the physician's direction.
- Draw/collect and at times analyze lab specimens as back up to lab personnel.
- Assist with dressing changes, cast revisions, etc. as directed.
- Instruct and advise patient or his/her significant others regarding home care, follow-through on Drs. orders, diet management, referrals to other health care, medications, etc.
- Make arrangements for necessary testing and/or treatment to be delivered outside the Clinic.
- Document all services rendered by nursing and patients' response to treatment using appropriate charting methods.
- Participate with others in developing and/or revising the patient plan of care.
- Check expiration dates on refrigerated medications and serums. Destroy as needed.
- Comply with infection and exposure control program.
- Dispose of needles, contaminated instruments, other sharps exposure in accordance with OSHA requirements.
- Assure all internal and external pharmaceuticals and sterile and non-sterile supplies are kept separated in refrigerator or other storage areas.

- Following each patient exam, sterilizes exam room, equipment and instruments before next patient being seen. Stores instruments.
- Maintain nursing station according to standards.
- Order necessary medical supplies to keep Clinic inventory at standardized levels in accordance with Band and Clinic policy and procedure. Documents orders as appropriate.
- Assure proper care and storage of specimens.
- Assure that all patients referred to contract providers are seen by the CHS Manager before leaving the Clinic.
- Actively participate in various committees, including Infection Control, Safety, Managed Care and Diabetes committees.
- Assist, as directed, with all Clinic quality assurance activities/ surveys.
- Maintain knowledge of policies, procedures, protocols and regulations governing the provision of nursing/medical services in a 638 Clinic. Advise others as needed.
- Other duties as assigned.

WORKING CONDITIONS:

- Work exposes incumbent to biohazard, chemical hazard, and other hazards. Proper protective procedures and equipment must be utilized to minimize the associated risks.
- Work exposes incumbent to hazardous chemicals.
- Work is performed indoors in a controlled climate area.
- Work requires use of protective devices such as masks, goggles, or gloves.
- Nature of work is such that the incumbent experiences infrequent periods of moderate to high stress levels while dealing with clients, family members, and others.
- Hours are typically 8-5, but possibly with some extra hours. May involve some evening or weekend work and occasionally an 'on call' system covering emergency situations.
- Local travel may be required.

Submit resume, cover letter, and employment application to:
Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
hr@millelacsband.com