

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Community Health Nurse

EXEMPT: Yes	JOB CODE: N/A
TARGET SALARY: \$25.00 to \$30.00/DOQ	SHIFT: 8:00 to 5:00/Flex
PROGRAM: Clinic Services	LOCATION: Wellness Center
REPORTS TO: Health Director	

SUMMARY: Applies the nursing process (assessment, planning, implementation, and evaluation) to provide comprehensive nursing services that incorporate health promotion and disease prevention to individuals, families, and the community in homes, clinic, schools, office, and other community locations. Clients served are all ages from diverse cultural backgrounds.

Plans, conducts, and evaluates a comprehensive community health nursing program, and assists the community planning and evaluating a local health delivery system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the follow:
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Provides community health nursing services in all phases of health throughout the life cycle to individuals and their families, in or order to meet community health and social needs.

Provides client health supervision, counseling, guidance, and teaching directed toward health promotion and maintenance, disease prevention and the alleviation of specific health problems.

Conducts health assessments of clients in order to provide for early detection of health needs and physical and mental handicapping conditions. Assist individuals and families in planning and obtaining appropriate health care. Develops and makes recommendations for long term care plans for clients seeking to remain independent in the community and who are not at immediate risk for hospitalization or institutionalization.

Refers individuals and families to available health and community services and provides follow-up services.

Revised 8/1/00
Revised 12/12/02
Revised 06/09/03
Revised 06/25/07
Revised 01/24/12
Revised 02/27/18

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Assists individuals or families with arrangements for long term care placements.

Coordinate and implement health programs as needed for clients. Provide for the cost effective delivery of health services, including, but not limited to CHR's, transportation program, hospital to home and other similar services that may be assigned; defined functional work standards within AAAHC guidelines and procedures governing assigned areas, reports and recommendations and the assessment of functional effectiveness.

Plans the community nursing program, and works with the Sophie Trettevick Indian Health Center, and other community organizations in planning health related activities.

Teaches and supervises patients and families in techniques of positive health measures. Assists them in understanding, accepting and adjusting to the implications of medical care diagnosis and treatment and their responsibilities toward achieving maximum results.

Review records, reports, and the total community health-nursing program for quality assurance.

Supervises the CHR program including assignments, individual supervision, evaluation, and other duties required for the effective management of the program and its employees.

Supervises and provides effective management for the Diabetes Prevention program & other grants and programs, and staff within the program.

Maintains records and reports and assists with AAAHC accreditation process.

Responsible for management of programs and grants associated with the Community Health Service Program, including but not limited to the Makah WIC program and Memorandums of Understanding between STIHC and Makah Head Start and Early Head Start programs.

SUPERVISOR RESPONSIBILITIES

Directly supervises up to six employees in the program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training, assigning, addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE

Must have an A.D.N. or B.S.N. from accredited College of Nursing, accompanied by current nursing license.

Degree from a professional nursing program approved by the legally designated accrediting agency at the time the program.

Must have active, current registration as a professional nurse in the State of Washington.

Minimum of one year of hospital nursing or Ambulatory nursing required.

One year of generalized community health nursing.

A minimum of two years of successful program management and supervisory experience preferred.

Specialized Experience: Experience such as the community health nurse who provides primary nursing care and generalized public health nursing and related services in clinics, homes, and schools and who assist with community planning and wellness activities preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Demonstrate an ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Ability to write articles for publication that conforms to prescribed style and format. Must have the ability to effectively present information to top management, and public groups.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers License and be insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

Candidates must possess and maintain a current, valid, active, unrestricted licensure listing expiration date from the State of Washington.

Must have a current First Aid/CPR certification.

Must have current BLS or the ability to obtain within 90-days of hire.

OTHER SKILLS AND ABILITIES

Knowledge of Public Health nursing principles, standards, practices and procedures in providing service to the clinic, home, schools, and community environment.

Ability to determine health status of individual, families, groups and communities and action to meet identified needs.

Competency to teach individuals, families and groups health practices, concepts, and skills.

Knowledge and skills necessary to provide care appropriate to the age of the patients by applying growth and development principles to assess and interpret data about the patient's status in order to identify patient needs and provide the care needed.

Knowledge of selected pharmaceuticals, their desired effects and side effects and complications that may arise from their use.

Knowledge of available community resources for referral or the ability to rapidly acquire such knowledge.

Knowledge of demographic and data collections methods.

Skill in applying technical nursing procedures, as defined in licensure.

Skill in operating medical and nursing equipment, such as stethoscopes, blood pressure apparatus, and audiometers.

Ability to provide health counseling to clients and families with multiple health problems.

Ability to provide emergency treatment of life-threatening conditions, such as cardiac arrest, shock, and hemorrhage.

Ability to gain the cooperation of the individuals and their families.

Ability to maintain complete client records.

Ability to communicate effectively, both orally and in writing.

Ability to attend meetings or perform other assignments at locations outside the office as necessary.

Must possess skills in making physical and psychosocial assessments. Recognizes the range of “normal” and the manifestation of common abnormalities of the communities, families, and individuals.

Knowledge and ability to apply skills in utilizing concepts of adult education including motivating behavioral changes.

Knowledge of and ability to provide counseling and preventive care to health individuals.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds

WORK ENVIRONMENT:

There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

IMMUNIZATION REQUIREMENT

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test

prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment

ACKNOWLEDGEMENT: This position description is intended to provide an overview of the requirements of the positions. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: March 8, 2018
CLOSE: March 21, 2018

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.