

**MAKAHTRIBE
POSITION DESCRIPTION**

JOB TITLE: Nurse Case Manager (Community Health)

EXEMPT: Yes

TARGET RATE: LPN: \$25.74 to \$28.60/DOQ
RN: \$34.65 to \$38.50/DOQ

PROGRAM: Community Health

REPORTS TO: Community Health Nurse

JOB CODE: N/A

LOCATION: Wellness Center

SUMMARY: Nurse Case Manager is a Community Health program staff that provides skilled nursing and case management for clients with chronic or acute medical diagnosis and is responsible for the health education and health promotion. Work with Clinical care team for hospital discharge planning. Assess, plan, implement, coordinate, and evaluate the nursing care of patients in their place of residence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: 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.

Provide case management including counseling, guidance, and teaching directed toward health promotion and maintenance, disease prevention and the alleviation of specific health problems with special emphasis on assisting clients with diabetes; including in the home setting.

Assist patients and /or family members to obtain durable medical equipment as necessary. Maintain and provide oversight of the STIHC durable medical equipment loan program.

Coordinate with surgical specialists, hospital discharge planners, patient providers and local agencies to maximize patient safety for the safe transition in and out of surgery or inpatient care.

Provides community health nursing services to clients with chronic disease and /or acute disease per STIHC provider orders.

Teaches and supervises patients and families in techniques of self-management and self care. Assists patients and or families in understanding, accepting and adjusting to the implications of medical care diagnosis and treatment and their responsibilities toward achieving maximum results.

Develops and implements wellness goals and a plan of care in collaboration with the patient which identifies expected interventions and outcomes and evaluates progress toward attainment of the outcomes.

Advocates for the patient and fosters the client's decision-making, independence, growth and development. Advocates for the patient in ensuring that they have access to needed resources to best manage their chronic condition.

Works closely with co-workers to develop and carry out services that can improve the quality of life for Makah Community Members.

Maintains required records and reports.

Assist the CHN with policies for the Community Health Program.

EDUCATION and/or EXPERIENCE

Must have a degree from an accredited Nursing Program, accompanied by current nursing license.

Specialized Experience: RN or LPN with experience and familiarity with the RPMS EHR is preferred. Recent ambulatory care experience preferred.

LANGUAGE SKILLS

Ability to read, and interpret common medical 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 conform 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.

Must possess and maintain a current, valid, active, and unrestricted State issued Registered Nurse (RN) or LPN licensure listing expiration date. If not Washington State, must obtain a Washington State RN or LPN license within 90 days of hire.

Must have a First Aid/CPR card or ability to obtain within 90 days of hire and maintain such training as required for continued employment.

Must complete STIHC provided Blood Borne Pathogen training within 90 days of hire and maintain such training as required for continued employment.

Must be willing and able to complete STIHC provided HIPAA training within 90 days of hire and maintain such training as required for continued employment.

Must be willing and able to obtain BLS certification.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Demonstrates the ability to work with Native American people in a culturally diverse environment.

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

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

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.

Skill in applying technical nursing procedures, such as injections and catheterization.

Skill and proficiency in operating a computer and Microsoft office programs such as excel, word, email, power point and publisher.

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 chronic disease.

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 electronic health 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 to provide chronic disease management counseling and preventive care.

Must have knowledge and understanding of Health Insurance Portability and Accountability Act (HIPAA). Use of patient records is an integral part of the position and privacy of individuals files must be protected to the fullest as required by law. Must be willing and able to complete STIHC provided HIPAA training within 30 days of hire and maintain such training as required for continued employment.

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.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against measles, rubella, and COVID-19. Must provide documented proof of vaccination 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. COVID-19 is exempt from this consideration.

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.

Work in the ambulatory health care setting requires considerable walking between examination and treatments rooms, bending and lifting of patients in and out of wheel chairs and on/ off carriers often exceeds 50 pounds. Ability to

cope with constant changes in stress laden environment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases.

The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

ACKNOWLEDGEMENT: This position description is intended to provide an overview of the requirements of the position. 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, Bldg 71
Neah Bay, WA 98357**

Fax: (360) 645-3123

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

OPEN: May 1, 2024

CLOSE: May 16, 2024

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, gender identity, 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.

