

## JOB ANNOUNCEMENT

**POSITION:** Licensed Practical Nurse  
**SALARY:** \$25.78 - \$31.04 Hr. (Grade 25-29)  
**SUPERVISOR:** Nurse Administrator  
**PROGRAM:** Nursing  
**CLASSIFICATION:** NON-Exempt  
**LOCATION:** Owyhee, Nevada

**OPENS:** June 15, 2021

**CLOSES:** Open Until Filled

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application). Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

### **SPECIAL CONSIDERATION:**

Because of the sensitive and trusted nature of this position, the Licensed Practical Nurse is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This person operates Tribal vehicles and/or equipment in the course of their employment.

### **SUMMARY OF FUNCTIONS:**

Works under the direction of the Nurse Administer or a qualified professional nurse. The Licensed Practical Nurse performs a variety of nursing care tasks involving standardized procedures requiring knowledge and consideration of specific patient conditions and treatments. The incumbent must possess the ability to work independently within the LPN Scope of Practice in completing assignments. Work is performed primarily in the Outpatient Department of the Owyhee Community Health Facility.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Provides direct, individualized nursing care to patients based on the application of scientific principles, and the nursing process.
2. Shares in the responsibility for general upkeep of unit equipment and maintaining adequate supplies.
3. Shares responsibility for the planning, implementation, and, evaluation of nursing care plans and nursing care.
4. Attends in-service education programs, workshops, and continuing education offerings to maintain and upgrade skills and knowledge. Participates in nursing committee activities and quality assurance projects.
5. Prepares, administers, and records medications in accordance with the policy regarding the administration of medication by licensed practical nurse.
6. Screens and assesses patients prioritizing by established protocols and guidelines. Reports to Nursing Administrator or designee on emergent or high priority cases. Follows screening protocols by reviewing designated criteria for the Outpatient Department.
7. Participates in emergency care during patient stabilization while awaiting transport to a higher level of care.
8. Records information concisely, accurately, and completely.
9. Performs other related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION:**

1. Knowledge of a variety of standard assignments requiring valid licensure in good standing as a practical nurse and work experience that demonstrates skill sufficient to resolve recurring problems in carrying out nursing care. Nursing care requires:
  - a. Knowledge and skill sufficient to use a body of standardized patient care procedures for ill patients and related nursing care such as administering medications (e.g. oral, otic, optic, intramuscular, subcutaneous, intradermal, topical), inserting/removing peripheral IVs and administering fluids (in accordance with Scope of Practice), performing urinary catheterization, irrigating and dressing wounds (including negative pressure wound therapy), and suctioning patients, as indicated and ordered; and documenting all nursing care.

2. Knowledge of standard medical terminology as it relates to human anatomy, as well as physical and emotional reactions relating to nursing care. Knowledge of pharmacology and contraindications to medications. Sufficient skill providing and gathering information during patient care and family conferences with nurses, doctors, patients and family members.
3. Practical knowledge of the physical, emotional, spiritual, and socio-cultural aspects of patient behavior, and skill sufficient to understand motivations and reactions for the purpose of promoting interpersonal relations with patients and family members.
4. An understanding of disease processes and illnesses, with skill sufficient to teach patients self-care and to impress upon patients and family members the necessity to continue the plan of care for good health.
5. Ability to work with all age categories to include infants and geriatric patients, age-specific criteria must be adhered to.

**EDUCATION & WORK EXPERIENCE REQUIRED:**

1. The LPN must possess current BLS/CPR and AED training. ACLS and PALS Certifications are preferred.
2. The LPN must have training and experience with IV insertion/removal; as well as fluid administration, if allowed by Scope of Practice.

**SUPERVISORY CONTROLS:**

Incumbent sets priorities and deadlines for patient care without prompting from the supervisor. The supervisor and designee are available to assist with unusual situations, which do not have clear protocols/guidelines.

Incumbent plans and carries out patient care independently in accordance with patient care/treatment plans, patient's charts, and instructions from the nursing/treatment team without specific instructions for each patient's condition and modifies nursing care as conditions warrant.

Incumbent is responsible for reporting on patient care to another member of the nursing team when leaving an assignment prior to completion.

Work is reviewed for technical soundness, appropriateness and conformity to policy and nursing standards.

**GUIDELINES:**

Guidelines are available in the form of policies and procedures that cover the nursing care provided; however, reference to written guidelines is not usually necessary. Guidelines may change frequently, based on evidence-based practices; therefore, it is each nurse's responsibility to maintain competency and up-to-date on changes. Lab reports, consultation reports, patient medical history, and plan of care are also used to guide patient care. Incumbent varies the order and sequence of assigned procedures based on the patient condition and uses judgment in selecting the most appropriate application of the guidelines.

**COMPLEXITY:**

Work assignments consist of nursing care duties that involve related steps, processes and methods when performing personal care, diagnostic support procedures, treatment procedures, the preparation and administration of medications, patient charting, and providing patient education.

**SCOPE & EFFECT:**

The scope of nursing services involves understanding of the patient care plan and medical history, the nature of various chronic and acute illnesses and diseases, and the standards established by the nursing and medical care teams. The quality of work and each team member's behavior affects the attitude and satisfaction of the patients; therefore, it is imperative to present oneself in a friendly, professional, and competent manner.

**PERSONAL CONTACTS:**

The employee has contact with patients, nurses, doctors, and supporting personnel in the Owyhee Community Health Facility. Incumbent has contacts with family members in addition to the incumbent contacts listed above.

**PURPOSE OF CONTACTS:**

Contacts with patients are for the purpose of providing a range of nursing care and motivating patients to accept the care and to learn self-care. Contacts with nurses are for the purpose of providing timely information required to plan, coordinate, and carry out a patient care plan. Contacts with doctors are for the purpose of receiving instructions concerning diagnostic procedures. Family contacts are for the purpose of motivating family members to accept the patient and the patient's illness.

**PHYSICAL DEMANDS:**

Work requires long periods of regular and recurring waking, standing, and stooping.

**WORK ENVIRONMENT:**

Work is performed in the clinic setting requiring normal safety precautions. Work assignments are based on clinic needs, within a Monday through Friday 8am to 5pm framework.

**HIPAA PRIVACY ACT (SIGNIFICANT FACTS):**

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.