

# JOB ANNOUNCEMENT

**POSITION:** Nurse Administrator  
**PROGRAM:** Nursing  
**SUPERVISOR:** Tribal Health Administrator  
**SALARY RANGE:** \$88,462.40 (Grade: 36)  
**BUDGET LINE ITEM:** 3000-020-6000  
**LOCATION:** Owyhee, Nevada

**OPENS:** July 23, 2019

**CLOSES:** Open until closed

**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.**

## **Special Considerations:**

Because of the sensitive and trusted nature of this position, the Director of Nursing is subject to initial, for cause, and suspicion less (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:**

Within the framework of the objectives and polices established by the Owyhee Community Health Facility, the incumbent plans and coordinates outpatient services with those of the medical and administrative systems. Participates as a member of the Owyhee Community Health Facility's (OCHF) management team in planning, policy formulation, and administrative decision making with particular reference to the role, functions, and operations of the OCHF nursing services. In summary, is responsible for Nursing patient care, management, human resource management, and fiscal management.

**MAJOR DUTIES & RESPONSIBILITIES:**

1. Is responsible for managing, directing, and supervising nursing services including the community Health nursing services.
2. Defines, facilitates and maintains the standards of nursing practice within OCHF.
3. Assesses the nursing quality of care rendered and initiates improvement in accordance to applicable accreditation and nursing standards. Will also ensure accreditation standards are in compliance.
4. Initiates the development of policies and procedures that govern nursing services and how they integrate with other patient care services. Will ensure accreditation standards are updated and maintained.
5. Is responsible for verifying nursing employee credentials and competencies.
6. Is responsible for a comprehensive nursing orientation along with staff performance and direction, staff retention, staff development, scheduling and staffing patterns.
7. Is responsible for collaborating with other departments and agencies regarding resources and services for improved patient care and staff development.
8. Is responsible for the fiscal management for nursing services.
9. Evaluates the quality and cost-effectiveness of staffing and services within the goals of OCHF.
10. Incumbent is responsible for nursing services in respect to Human Resources.
11. Serves as spokesperson for nursing matters and represents OCHF with professional nursing and related organizations.
12. Participates in appropriate meetings and committees.
13. Performs other related duties as assigned by immediate supervisor.
14. Performs direct patient care when required.

**WORK DIRECTION:**

The incumbent is under the direction and supervision of the Tribal Health Administrator. Incumbent performs responsibilities and duties with minimum supervision. Experience and qualifications are conditions of employment which allows for full competence to perform the NA's responsibilities. Reports prepared by the incumbent are reviewed for completion, soundness of conclusions and for adherence to established policies and procedures. Incumbent will comply with and implement all SPT and OCHF policies and procedures, national policy and regulations and appropriate nursing regulations and guidelines.

**EDUCATION & WORK EXPERIENCE REQUIRED:**

1. A Bachelor's degree registered nurse with at least 5 years of experience and 3 of those in nursing supervisory or management positions.
2. Registered State Nursing License in good standing.

**OTHER SIGNIFICANT CONSIDERATION FOR EMPLOYMENT:**

Applicants must have demonstrated in their work experience that they possess, or have the potential to develop, the qualities of successful supervision, as listed below:

1. Assign and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
2. Accomplish the quality and quantity of work expected with set limits of cost and time.
3. Plan own work and carry out assignments effectively.
4. Communicate with others effectively both orally and in writing, in working out solutions to problems or questions relating to the work.
5. Understand and further management goals as these affect day-to-day work operations.
6. Develop improvements in or design new work methods and procedures.
7. Deal effectively with individuals or groups representing widely divergent backgrounds, interest, and points of view;
8. Plan and adjust work operations to meet emergency or changing program requirements;
9. Establish program objectives or performance goals and to assess progress toward their achievement;
10. Coordinate and integrate the work activities and resources of several organizational segments or of several different projects;

11. Analyze organizational and operational problems and develop timely and economical solutions;
12. Financial management.
13. Objectivity and fairness in judging people on their ability and situations on the facts and circumstances;
14. Capacity to adjust to change, work pressures, or difficult situations without undue stress;
15. Willingness to consider new ideas or divergent points or view;
16. Ability to complete a project.
17. Understand and demonstrate cultural sensitivity while maintaining standards of care and regulatory compliance.

**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.**