

REVISED JOB ANNOUNCEMENT

POSITION: Nurse Administrator
PROGRAM: Nursing
SUPERVISOR: Tribal Health Administrator
SALARY RANGE: \$103,688.00 (Grade: 36, Step 01)
BUDGET LINE ITEM: 20-3000-9010-25-6000
CLASSIFICATION: Exempt
LOCATION: Owyhee, Nevada

OPENS: August 12, 2025

CLOSES: OPEN UNTIL FILED

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.

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:

The incumbent plans and coordinates Nursing outpatient services consistent with the policies and procedures of the Owyhee Community Health Facility. 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. Specifically, is responsible for Nursing patient care, management, supervision and fiscal management.

MAJOR DUTIES & RESPONSIBILITIES:

1. Is responsible for managing, directing, and supervising nursing staff and services and will include overseeing the community Health and Infection Control services.
2. Responsible for maintaining nursing practice standards of outpatient nursing with respect to accreditation, state licensure, national policy, etc.
3. Assesses the nursing quality of care rendered and initiates improvement in accordance to applicable accreditation and nursing standards. Will also ensure nursing accreditation standards are updated, maintained and in compliance.
4. Initiates the development of policies and procedures that govern nursing services and how they integrate with other patient care services.
5. Is responsible for verifying nursing employee credentials and competencies.
6. Is responsible for nursing orientation along with staff performance, direction, 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. Will assist with nursing patient care duties 20% of the NA job description including staff shortage or increased patient care load.
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.

WORK DIRECTION:

The incumbent is under the direction and supervision of the Tribal Health Administrator. Incumbent performs responsibilities and duties with minimum supervision. Completed work is evaluated for appropriateness, soundness, and conformance to policy and requirements. Reports

are reviewed for completion consistent with established work practice, 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,
2. 5 total years of nursing experience
3. 3 years of Nursing management and supervision.
4. Registered State Nursing License in good standing.
5. Preference: Accreditation experience and application.
6. Valid Driver's License

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. Plan own work and carry out assignments effectively.
3. Communicate with others effectively both orally and in writing, in working out solutions to problems or questions relating to the work.
4. Ability to focus on the current job description without external interruptions.
5. Develop improvements in or design new work methods and procedures.
6. Deal effectively with individuals or groups representing widely divergent backgrounds, interest, and points of view;
7. Plan and adjust work operations to meet emergency or changing program requirements;
8. Establish program objectives or performance goals and to assess progress toward their achievement and address operational problems and issues;
9. Objectivity and fairness in judging people on their ability and situations on the facts and circumstances;
10. Capacity to adjust to change, work pressures, or difficult situations without undue stress;
11. Willingness to consider new ideas or divergent points or view;
12. Ability to complete a project.
13. Understand and demonstrate cultural sensitivity while maintaining standards of care and regulatory compliance.

GUIDELINES:

Guidelines needed for work practice include OCHF policy and procedures, accreditation standards, state requirements and policies, SPT policies, national policies and guidelines, and state licenses. History of the OCHF is available through the orientation process, OCHF leadership and tribal administration. Guidance may also come from applicable CEs and recertifications relating to the job description and related activities.

COMPLEXITY:

The duties of this position will require understanding, interpreting and applying policy and regulations; making patient care and administrative decisions independently; understanding organizations and communicating with various levels of disciplines; understanding and applying the services, department and roles within a patient care organization.

SCOPE & EFFECT:

As a health care organization, the incumbent is a part of a team that provides care to beneficiaries in an unbiased, non-judgmental and professional manner. Presentations may be minor to urgent and the incumbent is to be competent in all situations in supporting the organization in providing quality of care.

PERSONAL CONTACTS:

Official contacts are made with nursing staff, supervisors, managers and leadership to accomplish goals and objectives for the nursing department. Tribal services will be contacted to perform duties such as human resources and finance. State and federal assistance may be requested and utilized upon the organization's approval and on an as needed basis. Contacts may be with the general public and other tribal organizations as it pertains to the OCHF's goals, objectives and mission.

PHYSICAL DEMANDS:

Physical demands in the work place include walking, standing, bending, carrying light items and assisting individuals with health care support and with equipment.

WORK ENVIRONMENT:

The work environment is an office setting and involves the normal risks and discomforts typical on an office.

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.