

JOB ANNOUNCEMENT

POSITION: Ambulatory Care Services Coordinator

PROGRAM: Nursing

ACCOUNT CODE:

SUPERVISOR: Tribal Health Administrator

SALARY RANGE: \$ 66,193.00 thru 72,979.00 DOE (Grade: 33 Thru 35)

CLASSIFICATION: Exempt

LOCATION: O.C.H.F-Owyhee, Nevada

OPENS:

CLOSES:

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:

This position is subject to suspicionless (random) drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal member personal data and comes into direct contact with children and seniors. This position operates warehouse equipment, and safe operation mandates the operator be not be under. Additionally, this person periodically operates a Tribal vehicle.

MAJOR DUTIES & RESPONSIBILITIES

Initiates the development of policies and procedures that govern nursing services.
Participates in, and provides leadership for, development of policies, procedures and systems to enhance patient care in the all departments.

1. Participates in the development and evaluation of standards of nursing care for adult and pediatric patients and audit procedures as required, i.e. QA/QI and chart reviews.
2. Maintains current knowledge in areas of clinical supervision.
3. Is responsible for nursing staff patterns, checks attendance, revises staff schedule as necessary and approves/authorizes nursing staff time sheets prior to submission to SPT payroll.
4. Is responsible to the Tribal Health Administrator for hiring, promoting, suspending, and if needed, recommending termination of nursing service employees. Note: All contracts are to be signed by the Tribal Chairman, and originals will be maintained by the Support Services Staff (Finance and Personnel).
5. Accepts responsibility to provide supervision, instruction and evaluation of staff performance with in the Ambulatory Care Clinic and Community Health Department. Completes introductory and annual performance evaluations for nursing staff assigned to the Ambulatory Care Clinic.
6. Is responsible for orientation and education programs for Ambulatory Care nursing staff.
7. Is responsible for verifying employee credentials under his or her position control.
8. Manages nursing department with consideration for safety.
9. Performs direct patient care as scheduled and works in the clinical setting to meet staffing needs and/or to assist assigned staff during peak patient visit periods. Performs nursing functions, applying professional skills.
10. Investigates nursing staff related incidents and submits report to the Tribal Health Administrator.
11. Works cooperatively within own department and with other services to create a system of quality health care delivery demonstrating positive and effective working relationships with all health care team members.
13. Is responsible for collaborating with other departments and agencies regarding resources and services for improved patient care and staff development.
14. Organizes and collaborates with the Medical Staff and documents patient follow-up services. Participates in and provides nursing leadership in compliance with standards applicable to AAAHC, Medicare and other regulatory agencies which have an impact on delivery of patient care. Incumbent must maintain HIPAA standards.
15. Documents and maintains data on the patient's medical record.
16. Applies basic teaching/learning concepts to patient and staff education.
17. Communicates and acts as a liaison between the patient, family, physician and nursing staff with respect for confidentiality and dignity.
18. Communicates clearly and appropriately with others in the hospital environment, coordinating the needs of nursing with those supporting departments, and assists in solving problems related to the welfare of patients and staff.
19. Demonstrates compliance with existing standards and policies.
20. Maintains professional knowledge and proficiency in nursing through continuing education, staff meetings, and workshops and by serving on multi-disciplinary hospital committees.
21. Work is performed on a regularly assigned basis to provide continuity of patient care and services during regular Monday to Friday clinical hours. During disaster and emergency situations staff are subject to recall to duty.

22. Participates in appropriate meetings and committees.
23. Performs other related duties as assigned by Tribal Health Administrator.
24. Serves as spokesperson for nursing matters and represents OCHF with professional nursing and related organizations.

EDUCATION & WORK EXPERIENCE REQUIRED

1. Knowledge of and ability to demonstrate basic principles of leadership and management.
2. Ability to identify staff weaknesses and/or deficiencies and develop/implement/evaluate action plans for correction.
3. Knowledge of professional nursing care/services principles, practices and procedures, in order to assess patient needs. This assessment also involves consideration of the physical, emotional, spiritual, and socio-cultural aspects of impacting health care services.
4. Knowledge of the health records aspects of patient care/services, and the liability to accurately and completed document all related clinical data.
5. Knowledge of a variety of general nursing services including specialty clinics, i.e. prenatal, diabetic, etc., as well as knowledge of nursing care provided to adult and pediatric admitted patients.
6. Knowledge of disease entities, in order to recognize complications that might occur in adult and pediatric patients, and the therapeutic interventions required.
7. Knowledge of pharmaceuticals and adult and pediatric dosages, in order to recognize there desired therapeutic effects, side effects, and complications of their use.
8. Knowledge of human behavior during stressful situations in order to interact with patients, their families and staff with emotional control, tact, patience, and reliability, when instituting patient care/services.
9. Knowledge of availability and use of resources designated as primary care and referral services.
10. Ability to recognize adverse signs and symptoms in adult and pediatric patients, which are not always apparent, and to react promptly in emergency situations, including the implementation of life saving procedures.
11. Skill in operating specialized medical equipment including oxygen and cardiac monitoring devices, suction machinery, ECG machine, O2/respiratory equipment, etc.
12. Ability to develop or participate in developing, patient nursing care plans and standards for the delivery of nursing services.
13. Ability to provide individual and family counseling, guidance, and health instruction to help patients and their families and/or significant others, to understand how to prevent disease and maintain good health.
14. Maintains current CPR, ACLS & PALS certifications.
15. Minimum three years acute care experience.
16. Current license from any state as a professional nurse is required to continue employment.

SUPERVISORY CONTROLS

Under the direct supervision of the Tribal Health Administrator, the Ambulatory Care Services Coordinator oversees the practice of all staff working in the Ambulatory Care and Community Health settings.

OTHER FACTORS INFLUENCING POSITION

Guidelines: Guidelines include provider's orders, standing orders, nursing policies and procedures, hospital and agency policies. The Ambulatory Care Service Coordinator uses judgment in determining a course of action when a number of options present.

Physical Demands: Work requires walking, standing, bending, and some lifting in order to assist patients out of wheelchairs, and onto or off exam tables, stretchers, beds or cribs.

Work Environment: Work is performed in the ambulatory care setting where there is exposure to contagious disease. Some degree of risk is involved with working with emotionally disturbed and/or inebriated patients.