



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

Job Announcement: HR2017:120	Advertising: Publicly
Position Title: Licensed Practical Nurse	Department: Health
Immediate Supervisor: Director of Nursing	Department Director: Health & Elder Services Division Director
Employment Status: Non-exempt	Position Type: Regular Part-Time
Mandatory Reporter: Yes	Background Check Required: Yes (child-sensitive)
Opening Date: Tuesday, November 21, 2017	Closing Date: Tuesday, December 5, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Tribal Employment Rights Ordinance

Overall Objectives of Position

The Licensed Practical Nurse (LPN) is responsible for providing direct patient care and practicing within their scope of service under the Alabama Board of Nursing Code of Conduct. The LPN will provide medical assistance under the supervision of the Physicians or Director of Nursing. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Licensed Practical Nurse (LPN) is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.

The Licensed Practical Nurse (LPN) is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty

Primary Responsibilities of the LPN

- Assists the Physician and/or Physician Assistant, or Nurse Practitioner with screening, preparing and examining of patients.
- Maintains the cleanliness of treatment areas according to infection control policy.
- Monitors and replenishes supplies in treatment areas.
- Alerts Clinic Charge Nurse when supplies are in need of requisitioning.
- Provides patient education on an ongoing basis consistent with clinic educational program goals.
- Documents care provided within the electronic health record within the precepts of the privacy act.
- Records the appropriate information in the patient's medical record according to clinic Policies and Procedures.
- Gathers and reports accurate and thorough patient information to Physician, Physician Assistant and/or Nurse Practitioner and other members of the health care team as appropriate.
- Participates in community-based health promotion/disease prevention activities as required, i.e., health screenings and health education programs.
- Adheres to Alabama Board of Nursing scope of practice for LPN'S.
- Assists providers with call backs regarding patient testing or instructions.
- Complies with GPRA screening and documentation requirements per Indian Health Services.
- Charts according to our EMR policy.
- Respects co-workers by lending a helping hand when they are busy.
- Responsible for maintaining that our providers schedule is current and patients are seen in a timely manner.
- Follows principles of infection control practices per policy.
- Maintains yearly competency and continuing education requirements.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Same as above.

Education/License/Certification and Experience Requirements

- Current State of Alabama LPN License required.
- One (1) year experience as an LPN in a primary care setting required.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of date of hire.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Knowledge of interviewing skills relevant to patient/family assessments in a home, hospital, or other community setting.
- Must have a working knowledge of computers and electronic health records, with the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Must be able to work in a team environment and independently.
- Must possess good eyesight (with or without corrective lenses), good manual dexterity, ability to bend, lift, and stand for periods of time.
- Ability to work in a cross-cultural environment.
- Must be able to lift a minimum of fifty (50) pounds, and must be able to walk, stand, sit, squat, stoop, and bend forward as required in the performance of job duties

- Ability to accurately measure blood pressure, temperature, pulse, respirations, finger stick blood sugar, height, weight, and provide other appropriate nursing skills as outlined by the Alabama Board of Nursing.
- Exceptional interpersonal and communication skills, both verbally and in writing.
- Ability to write and implement policies as needed for the operation of the department

Additional Requirements

- Must possess and maintain documentation of immunization against Hepatitis B, or must obtain immunization within ninety (90) days of date of hire.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources at the Tribal Administrative Offices in Building 600. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**