



# Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502  
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

**Job Announcement:** HR2017:111

**Position Title:** Licensed Practical Nurse/Community Health Representative (LPN/CHR)

**Advertising:** Publicly

**Department:** Health

**Division:** Health & Elder Services

**Immediate Supervisor:** Community Health & Education Director

**Department Director:** Health & Elder Services Division Director

**Employment Status:** Exempt

**Position Type:** Regular Full-Time

**Mandatory Reporter:** No

**Background Check Required:** Yes (child-sensitive)

**Opening Date:** Friday, October 6, 2017

**Closing Date:** Friday, October 20, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

## Overall Objectives of Position

The Licensed Practical Nurse/Community Health Representative (LPN/CHR) is a member of the health care team who provides community based nursing services to clients with a variety of needs under the direction and supervision of the Community Health & Education Director. Health areas emphasized are diabetes, hypertension/cardiovascular disease, alcohol/substance abuse, maternal/child health, and gerontology. This job description is not an all-inclusive list of the duties and responsibilities of this position. The LPN/CHR is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.

The LPN/CHR 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/CHR

- Monitors health status of patients, such as those with chronic disease, i.e. diabetes, in a community/home setting and health education activities; making referrals, monitoring patient health status, and serving as a patient advocate.
- Provides technical nursing care for patients in a community/home setting, according to current and approved Standards of Care.
- Gathers and reports accurate and thorough patient information to Community Health & Education Director and other members of the health care team.
- Participates in community-based health promotion/disease prevention activities as required, i.e., health screenings and health education programs.
- Provides technical nursing care for clinic patients and support to clinic providers on an as needed basis.
- Adheres to Alabama Board of Nursing Scope of practice for LPN's.
- 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

- Conducts home visits according to Priority List outlined in Community Health's Policies and Procedures.
- Documents the outcome of patient interactions using the SOAP format and putting the information the EHR.
- Assists with keeping the community abreast of policy changes/eligibility requirements as assigned.
- Submits necessary reports, leave requests, etc. to Community Health & Education Director in a timely manner.
- Adheres to all PBCI Policies and Procedure.

## Education/License/Certification and Experience Requirements

- Current State of Alabama LPN License required.
- Must obtain licensure as Licensed Practical Nurse in the State of Florida within ninety (90) days of date of hire.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of date of hire.
- One (1) year nursing experience in home health required.

## Skills Required

- Must be able to uphold client confidentiality and adhere to HIPAA 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 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.
- Ability to work odd and irregular hours, as needed; flexible in regards to accommodating emergency visits as needed.
- Ability to work in a cross-cultural environment.
- Must successfully pass the required criminal and character background check.
- Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
- 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. Human Resources is located in the modular building next to the Assisted Living Facility. 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.**