

LAC VIEUX DESERT HEALTH CENTER

HUMAN RESOURCES

P.O. Box 9, N5241 US HWY 45 Watersmeet, MI. 49969
Phone: 906-358-4587 Fax: 906-358-4118



JOB VACANCY

POSTED: 1/20/2022 UNTIL FILLED

\$3,000 Sign-On Bonus

POSITION: Registered Nurse

DEPARTMENT: Medical

LOCATION: LVD Health Center, Watersmeet, MI

SUPERVISION: RN Nursing Supervisor

EMPLOYMENT: Full Time – Non-Exempt

SALARY/PAY RATE: \$28.36 – \$35.57 Per Hour

**Eligible for up to a 3% Retention Bonus Annually
after one year of service.**

DESCRIPTION:

The RN will work in close collaboration with all providers and other interdisciplinary health professionals, including Pharmacy, Dental, Optical, Chiropractic, X-ray, and Laboratory departments. As a vital member of the team, the Registered Nurse is responsible for delivering quality nursing care to patients with a focus on triage of all COVID-19 calls, general medical triage, assessment, health education, data collection, testing and vaccinations. The RN works under the supervision/general direction of the Nursing Supervisor. This position will work as part of a team and will provide nursing care in an efficient and timely manner, while providing outstanding customer service and education to all patients.

DUTIES AND RESPONSIBILITIES:

- Perform general nursing care to patients of all ages within the scope of a Registered Nurse.
- Perform triage of all COVID-19 related calls.
- Screen and assess patients to determine need for appointment or testing.
- Provides contact tracing on patients as needed.
- Document COVID-19 case numbers & reports.
- Fill in as necessary as clinic Registered Nurse.
- Maintain timely and efficient flow of patients during the clinical day
- Notify patients of diagnostic test results in a timely fashion, as instructed by provider
- Maintain examination rooms of necessary supplies and materials
- Ensure cleanliness of examination rooms according to OSHA standards
- Provide appropriate and accurate telephone triage advice and follow up
- Assist provider with medication orders/refills as directed
- Arrange referrals and appointments, obtaining prior authorization s as necessary
- Update EHR with pertinent data
- Assure set up, maintenance, and daily checks of crash cart and emergency equipment is done
- Conduct pre-visit planning by reviewing and updating patients records prior to appointments to determine needed services per practice protocol, when working with primary care providers
- Other duties as assigned

QUALIFICATIONS:

- Current Registered Nurse license in the state of Michigan with no restrictions or violations
- Ability to get RN license in the state of Wisconsin
- Two or more years of experience in a hospital, skilled nursing, or ambulatory care setting within the last five years.
- Current BCLS
- Previous experience with Electronic Medical Record
- Excellent Customer service skills with a patient focus
- Maintains composure under pressure and communicates clearly in stressful situations
- Demonstrates ability to provide up to date patient education of COVID-19 guidelines/regulations
- Demonstrates ability to take initiative and work independently
- Demonstrates ability to work within teams and within a dynamic work environment
- Demonstrates critical thinking and problem-solving skills
- Obtain COVID-19 contact tracing certification within 1 month of hire

DESIRED QUALIFICATIONS:

- General Practice Experience
- Excellent IV skills
- ACLS/ PALS certified

WORK ENIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- Frequent exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a laboratory and medical office environment
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- May need to lift or turn patients who are disabled, with assistance if needed
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council: April 19, 2017

LVD Health Center

Human Resources Department

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