

RE-ADVERTISED

Vacancy Announcement #16-086

Position: Licensed Practical Nurse
(Non-exempt)
Salary: Grade Level 22/0
(\$32,084 per annum)
Program: Native Women's Health Care
Location: Rapid City, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description:

The Licensed Practical Nurse (LPN) position is at the Native Women's Health Care Clinic in Rapid City, SD. The LPN works collaboratively with the Nurse, Physicians, Nurse Midwives and other providers to coordinate the flow of patients through the clinic. The LPN performs all duties in a professional manner according to established policies and procedures. The Licensed Practical Nurse will be under the direct supervision of the Nurse Manager.

Specific Duties:

1. Professional attire, nursing uniform/scrubs, name tag should be worn daily.
2. Work indoors in well lit, ventilated office areas, subject to frequent interruptions.
3. Involvement with patients, family members, personnel, visitors and may work with uncooperative patients and/or family members.
4. May be scheduled to work with Midwife or Doctor, assisting with procedures.
5. Work closely with clinic staff ancillary services, patients, family members and outside agencies and representatives.
6. Maintain patient confidentiality.
7. Arrive on time.
8. Perform general nursing care to patients. This may include noninvasive procedures, i.e. external fetal monitoring, filling out forms, documenting patient information, reviewing data on the computer system as well as additional clerical duties.
9. Prepare equipment and aids provider during treatment, examination and testing of patients. This also includes cleaning of equipment and supplies used.
10. Maintain timely flow of patients. Assist in scheduling when appropriate and assist the reception staff to triage patients needing to be seen in a timely manner
11. Greet patients and prepare them for provider examination and screen patients for appropriate information. Document each patient visit with vital signs, allergy history and medical history in the medical record. Instruct the patient on collection of samples, lab and x-ray testing and assist in scheduling and documenting such in the medical record/EHR.
12. Maintain and review the patient record and other information necessary for continuity of care.
13. Maintain exam rooms for necessary supplies and material and ensure cleanliness. Prepare a list of supplies needed for the practice and maintain surgical instrument by cleaning, wrapping and autoclaving them.
14. Attend all mandatory meetings and in-services. Attend a minimum of one educational program annually and participate in professional development activities.
15. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must possess knowledge of clinic operations, medical and nursing.
2. Must have knowledge of medicine and nursing practice in order to provide patient care and treatment.
3. Must have knowledge of examination, diagnostic and treatment room procedures.
4. Must have the ability to screen incoming calls for referral to the nurse or physicians.
5. Must have knowledge of medications and their effects on patients.
6. Must have knowledge of patient's education principles to develop a self-care program.
7. Must have knowledge of common safety hazards and precautions to establish a safe working environment.
8. Must have skills in administering a wide variety of treatments and medications as directed.
9. Must have skills in using various types of equipment for examination and treatment procedures.
10. Must have skills in taking vital signs.
11. Must have skills in maintaining records.
12. Must have skills in establishing and maintaining effective working relationships with patients, medical staff and public.
13. Must have the ability to recognize problems and recommend solutions.
14. Must have the ability to react calmly and effectively in emergency situations.
15. Must have the ability to communicate clearly.
16. Must possess hearing/sight, senses or use of prosthetics that will enable these senses to function adequately to perform job requirements.
17. Must be flexible in working hours when necessary, and to assume additional duties/responsibilities as assigned. The clinic is open Monday through Friday, 8:00am – 4:30pm. Working beyond 4:30pm is a possibility for some practices.
18. Must have the ability to communicate verbally or in writing using the English language.

Qualifications:

1. High School Diploma/GED equivalent required.
2. South Dakota Board of Nursing Licensure in Licensed Practical Nurse required

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.