

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-19-77

Closing Date: Open until filled



POSITION TITLE: Nurse Executive

DEPARTMENT: Nursing

Position Summary:

Under general supervision of the Chief Nurse Executive, organizes and maintains optimal levels of patient care by supervising and managing the clinical nursing staff and supervisory clinical nurses. Assures quality health care is provided and consistent with lawful, ethical and moral principles. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Improves staff effectiveness by motivating, coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, appraising job tasks and results in a timely manner, and approving time sheets.
- Oversees the supervision of personnel, which includes work allocation, schedules, time approval, hiring, training, orientation, and problem resolution; evaluates performance and makes recommendations for personnel actions
- Develops measurable performance expectations for assigned staff according to department goals and objectives.
- Works collaboratively with multi-disciplinary departments in planning, implementing and maintaining organizational goals and standards of care.
- Assures compliance with standards and regulations of OSHA, CLIA, and AAAHC accreditation, and other applicable regulatory or professional standards.
- Assures the supervisory clinical nurses and senior clinical nurses continuously monitor patient flow and takes steps to ensure efficiency and timely throughput
- Provides patient education.
- Performs direct patient care as needed.
- Supervises and evaluates standard of nursing care delivered in the clinics.
- Continuously monitors for and develops quality improvement projects to enhance patient care and employee support.
- Works with supervisory clinical nurses to implement QI projects created or assigned to Nursing.
- Participates in development of the strategic plan and assist in implementing or carrying out assigned objectives and tasks to meet the overall plan
- Manages payroll, audits time and attendance to fit payroll budget.
- Serves as committee member on additional committees as assigned.
- Serves as the Chief Nurse Executive during their absence.
- Participates in monthly staff meetings and other meetings as requested.
- Instructs and manages the students in the Summer Program.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree and unrestricted Nursing license as a Registered Nurse in the state of Arizona. Five years nursing experience plus five years nursing supervisory capacity. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and

maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge and skills of LEAN processes in healthcare practices.
- Knowledge of health care delivery systems to effectively utilize available resources to provide care; the ability to analyze effectiveness of health care delivery.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge and skill in electronic health records
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to supervise and train assigned staff.
- Ability to exercise independent judgment in problem solving and decision-making; ability to delegate authority, evaluate and control program resources and to recognize and adapt to changing situations and priorities.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.