

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-127

Closing Date: Open until filled



POSITION TITLE: Nursing Assistant (Urgent Care)

DEPARTMENT: Nursing

Position Summary:

Under general supervision of the Urgent/Emergency Care Nurse Manager, performs tasks (within their scope of practice/licensing requirements) required to ensure efficient and effective delivery of patient care in the Urgent Care clinic environment. Uphold 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.
- Provides direct care to tribal members and service eligible patients in an urgent care clinic setting.
- Greets patients and provides basic nursing care to patients with a variety of injuries and illness.
- Escorts patients into examining rooms and to other areas in the facility; utilizes wheelchairs, gurneys, Hoyer Lifts, etc. as needed.
- Screens patients, obtains patient temperature, pulse, respiration, O2 saturation, weight, height and documents in electronic health records (EHR).
- Obtains patient health factors, history, and documents chief complaint in EHR.
- Observes, documents and reports patient conditions and changes.
- Assists provider in examination of patients by explaining procedures, positioning, draping and assembling instruments and supplies.
- Reports life threatening values to clinic providers immediately.
- Performs finger sticks for glucose, hemoglobin A1C, Hemoglobin as ordered by the provider; records in EHR.
- Conducts electrocardiogram tests as ordered by the provider.
- Performs urinalysis, urine micro albumin, urine HCG, and urine drug screens strep-A screens as orders by the provider.
- Monitors and reports all lab information pertinent to patient condition; relays lab information to the provider.
- Obtains prior authorizations from insurance for diagnostic testing and medications as ordered.
- Maintains medical supplies, medication inventory, completes rotation of stock, and disposal of expired materials and medications.
- Sterilizes surgical instruments, using automatic sterilizer and maintains appropriate logs.
- Ensures patient room and equipment is properly cleaned and restocked after patient care and between patients.
- Performs general maintenance duties after all patient care needs are met, including cleaning, arranging and restocking supply cupboards; cleaning and sorting supplies, instruments, and equipment; calling attention to deficiencies in supplies and equipment; cleaning utility room; and bagging soiled linens. These maintenance duties will not supersede patient care assignments or requested tasks.
- Maintains a clean and safe patient environment.
- Requires completion of tasks or duties assigned by a supervisor.
- 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 WIHCC's 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:

High School Diploma or GED; one-year nursing experience; one year experience in a urgent care setting preferred. Certified Nursing Assistant. Valid BLS/CPR Certification required. 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 of the concepts, principles, and practices of personal patient care, patient teaching and documentation.
- Knowledge of use of medical equipment and supplies for diagnostic and treatment procedures, i.e., vital signs.
- Knowledge of health related issues, medical terminology, and health and child care education.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and PowerPoint.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to dress appropriately.
- 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.