

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-23-11

Closing Date: Open until filled

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**POSITION TITLE: Employee Health Clinical Nurse**

**DEPARTMENT: Nursing**

### **Position Summary:**

Under general supervision of the Employee Health Nurse Supervisor, the Employee Health Clinical Nurse. The Employee Health Clinical Nurse plans, directs, and coordinates the daily Employee Health activities. Ensures adherence to established clinical policies, protocols, regulations, and standards. Provides support to the Employee Health Office and guidance to high-volume of employee walk-ins to include direct hires, contract, Indian Health Service (IHS), Navajo Nation (NN) Emergency Medical Technicians, NN Employees, Pandemic Response Team, Residents, students and temporary employees. Provides nursing care, within scope of practice, to employees in accordance with standards of nursing care and primary care provider orders. Will serve as the clinical oversight and will receive direction from the Employee Health Nurse Supervisor as directed by the Medical Chief of Staff for COVID-19 pandemic health protocols and changes. 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.
- Given the COVID-19 pandemic, the Employee Health Clinical Nurse manages and directs employees who are experiencing COVID-19 symptoms or who have had a med-high risk COVID-19 exposure. Provides employee status updates to the employee Supervisor and Human Resources for employees who are out on COVID-19 leave.
- Provides employees with protocol of returning to work procedures.
- Notifies Human Resources and the employee's Supervisor with return to work clearance.
- Notifies the employee's Supervisor when leave status has changed and the employee is no longer being followed by Employee Health; leave status is managed by Human Resources.
- Manages needle-stick and other adverse work related injuries according to WIHCC's policies and protocols within the nursing scope of practice. Ensures employees have been evaluated in Urgent Care as needed status post a work-related blood and/or fluid exposure.
- Schedules follow-up lab work, etc. based on the work-related injury protocol. Ensures test results are reviewed by a provider and then discussed with the injured employee.
- Assist HR in coordination and scheduling of employee FFD's as requested.
- Assists the Employee Health Nursing Assistant in preparation of Employee Health charts for all new hires/volunteers. Ensures required data is up to date and on file.
- Completes Employee Health chart reviews.
- Safely and correctly administers subcutaneous, intradermal, and intramuscular injections.
- Sets-up and administers new hire and annual employee immunization vaccine clinics for employees per WIHCC's Personnel Policies and Procedures in accordance with CDC Recommendations. Sets-up and administers new hire and annual employee N-95 FIT testing per OSHA requirements.
- Issues replacement N-95 masks when Employee Health Nursing Assistant is unavailable.
- Maintains health records by proper and complete documentation of nursing observations, interventions, therapeutic measures and employee education.
- Provides counseling and education to employees for preventive, curative and rehabilitative measures involved in health care.
- Maintains professional knowledge and skill in nursing by attending the continuing education, staff meetings, workshops, and webinars.
- Adheres to all HIPAA and HITECH rules and regulations.
- 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, and visitors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

**Minimum Qualifications:**

Associates Degree in Nursing and two years of current nursing experience required. Bachelor of Science in Nursing preferred. Current licensure as Registered Nurse required. Clinical knowledge in specialty area. Current BLS/CPR is 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 established professional nursing principles, practice and procedures.
- Knowledge of documentation standards and ability to accurately and completely document clinical data relating to the employee.
- Knowledge of clinic accreditation requirements (including patient education, GPRRA standards) and other regulatory agencies.
- Knowledge of practices and procedures, medical equipment and supplies for the purpose of carrying out nursing care for employees.
- Knowledge of pharmacology and skill sufficient to administer employee vaccines.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- 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 analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- 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.**