

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-20-122

Closing Date: Open until filled

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**POSITION TITLE: Licensed Practical Nurse (LPN)**

**DEPARTMENT: Nursing**

**Position Summary:**

This position is within the Division of Nursing at Winslow Indian Health Care Center (WIHCC), which provides both ambulatory and urgent care services. Provides direct patient care. The applicant must be able to work as a team member and develop productive and cooperative working relationships in a fast-paced environment. Works under the supervision and guidance of a Registered Nurse and the Senior Clinical Nurses in the area/unit they are assigned to. The Nurse Executive will maintain department and clinical oversight.

*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.
- Under the direction of a RN or physician, provides nursing care within their scope of practice to patients, in accordance with standards of nursing care and provider orders.
- Obtains and accurately records vital signs and immediately reports adverse or abnormal data to an RN or Senior Clinical Nurse.
- Prepares patients for tests, exams and treatment; administers prescribed medications via proper route and within scope of practice.
- Administers immunizations/medications/treatments as per Medical Provider order/RN instruction and provides patient education.
- Performs IV therapy within scope of practice
- Maintains health records by proper and complete documentation of nursing observations, and interventions under the supervision and guidance of an RN
- Reviews health maintenance data and actively participates in the implementation of Winslow Indian Health Care Center maintenance objectives.
- Provides teaching materials with concurrence by RN to patients and families Maintains professional knowledge and skill in nursing by attending continuing education, staff meetings, workshops and serving on QM/HP Teams/Committees.
- Exercises excellent interpersonal skills in handling interaction with clinical staff, patients and families.
- 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:**

Must possess a valid Licensed Practical Nurse (LPN) license from Arizona. Current BLS/CPR is required. One year healthcare experience. 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:**

- Practical knowledge of professional nursing principles and nursing standards of care.

- Practical knowledge of pharmacology and skill sufficient to administer prescribed medications and observe for the desired action and potential side effects.
- Practical knowledge and skill in operating medical equipment and supplies for the purpose of carrying out nursing care for patients.
- Demonstrates leadership skills and creativity in problem solving.
- Knowledge of appropriate resources and reference material and their use.
- 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.
- Knowledge of WIHCC policies and procedures.
- Ability to communicate with patients regarding the disease state, desired outcomes, laboratory tests, proper administration, use, actions, precautions and storage of their medications.
- Ability to communicate with other health providers in regards to the total treatment of the patient.
- Ability to identify and develop educational activities related to patient care for all health professionals and students.
- Ability to collect, organize, record and communicate in a meaningful way, relevant primary health assessments, medical history and physical findings and selective laboratory tests to function as independent practitioner.
- 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 both in an office and clinical setting with a moderate noise level. Clinical 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.**