

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

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JOB ANNOUNCEMENT

TITLE: LICENSED NURSE/ IMMUNIZATION COORDINATOR

DEPARTMENT: TRIBAL HEALTH & HUMAN SERVICES

PROGRAM: COMMUNITY HEALTH SERVICE

SALARY: \$24.07 – \$26.94 LPN G13-14/S1 DOE; OR
\$30.18 - \$33.79 RN G15-16/S1 DOE

OPENS: November 8, 2021

CLOSES: UNTIL FILLED

CAREERSTATUS: NON-EXEMPT, CONDITIONAL UPON SUCCESSFUL
PROBATIONARY EVALUATION & BUDGET
APPROPRIATIONS

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualifications. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL STATEMENT

Shoshone-Bannock Tribal Health and Human Services, Community Health Service (CHS) Program is responsible for effective delivery of culturally competent quality patient services to the American Indian/Alaska Natives who reside within the Fort Hall Indian Reservation service area.

This position provides quality nursing service aligned with the THHS department mission statement, strategic plan and the CHS program scope of work. Will be responsible to ensure compliance with the policies and procedures governing the CHS program, Tribal Health & Human Services (THHS) Department, Tribal Management Systems, funding source assurances, and established nursing practices.

The Tribal Health and Human Services department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training, and education. Career advancement is possible with the achievement of advanced health care professional proficiencies, education, certifications, or licensures; and, result in significant service delivery improvements and/or expanded of position responsibilities.

Note: The Shoshone-Bannock Tribal Health and Human Services is a National Health Service Corp (NHSC) site with a high Health Personnel Shortage Area (HPSA) score or priority rating for the NHSC loan repayment.

LICENSED NURSE/ IMMUNIZATION COORDINATOR

SUPERVISION

The Community Health Service Nurse receives direct supervision and evaluations from the Registered Field Nurse Supervisor. The THHS Director provides general supervision & direction to all THHS employees.

DUTIES & RESPONSIBILITIES :

Completes nursing assignments pursuant to the scope of practice and as delegated by the Supervising RN, Medical Provider(s) or standing order(s) including, but not limited to:

Nursing services may on occasion include, home visits not limited to elder surveillance, disabled, and other patient care appropriately referred to the CHS Program. Nursing services will be provided as delegated by the supervising RN, established patient care plan, or medical orders to provide the standard care of services appropriate per scope of practice.

Assists with patient satisfaction surveys, will participate on committees and special projects as assigned to represent the Community Health Services Program.

Maintain ongoing communication with the supervisor on patient assignments. Submits written monthly reports of services provided including any community outreach activities and training completed.

Assist in coordination of vaccination and flu clinics, employee health immunizations, health fairs, child health screening, school health referrals, district meetings, and any other health prevention activities, as assigned.

Fill-in for other nurses in the clinic or field when needed to ensure continuity of care.

Assists in coordination of care through inter-disciplinary team efforts.

May be assigned to assist with a patient make appointment(s), conduct medication refills, medication delivery, organizing med sets, conducting phone calls or mailing notices. Upon occasion be required to flex work time when an assignment goes beyond a regular scheduled workday.

Occasionally participate in case management including reporting to case management committee when assigned to follow up on a referred patient.

Work closely with Medical Providers in the CHS clinics and occasionally with Fort Hall Indian Health Service Providers to ensure continuity of care.

Prepare and assemble exam rooms, equipment and supplies as needed for examinations; assigns patients to rooms, take vital signs such as temperature, pulse, respirations, blood pressure, height & weight, collects specimen(s) for lab, prepares and administers immunizations and assists medical provider(s) during procedures as well as other tasks assigned.

Follows best practice and utilizes the organization's standard screening tools to provide quality patient-centered care.

Responsible to follow documentation protocol for charting and coding services in client Electronic Health Records (EHR) within 24 hours of service delivery including timely, clear and concise information per policy.

Duties include serving as the Vaccine Coordinator responsible to maintain compliance of the Idaho Vaccine For Children (VFC) Program that include; safe storage handling and monitoring of vaccines, complete required VFC reports, maintains accurate vaccine inventory, temperature logs, and administers vaccine. Records and reports vaccine refrigerator and freezer temperature data, monitors vaccine for expiration, reports vaccine errors or storage incidents to the appropriate agency in a timely manner. Participate in mandatory and annual VFC training as appropriate or required for job duties. Responsible for accurate administration of vaccine including documentation in the E.H.R. and the Idaho Immunization Reminder Information System (IRIS).

Required to review the RPMS Immunization package and IRIS prior to administering vaccine for accurate forecast based on patient age, and status. Vaccine administration and documentation in both record systems is required.

Participates and adheres to AAAHC accreditation standards for ambulatory health care.

Other duties will include tasks as delegated to carry out the goals of the Tribal Health & Human Services Department and services within the CHS Program.

May present information to the Health Advisory Board and Fort Hall Business Council as assigned.

Participates with the department's strategic planning processes. Serves as a resource person to the nurse Supervisor, Program Manager and Tribal Health Administration in program planning and evaluation.

Prepares for and maintains AAAHC Accreditation standards for position. Participates in quality improvement projects to enhance or optimize service delivery and program operations. May be assigned to AAAHC committees as appropriate.

MAINTAINS STRICT COMPLIANCE IN ACCORDANCE WITH HIPAA LAWS AND REGULATIONS, OF ALL PROGRAM INFORMATION INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of patient/client protected health information and/or confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes. Required as a condition of employment to conduct them self both on and off the job in a manner that brings credit to the Shoshone Bannock Tribes

Demonstrates fully effective to exceptional performance for each evaluation factor including but not limited to:

LICENSED NURSE/ IMMUNIZATION COORDINATOR

- Has a reliable attendance record and is a dependable and accountable employee
- Is pro-active and completes tasks in a timely manner
- Communicates in a clear, concise, and timely manner
- Establishes professional working relationships with all job contacts.
- Projects a professional attitude and appearance.
- Participates in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Ensures compliance with AAAHC standards for position's scope of work
- Completed all mandatory THHS required trainings and quarterly drills.
- Complies with the THHS Employee Health Policy and annual immunization schedule.
- Complies with THHS Policy Manual
- Complies with Tribal Management Systems policies and procedures.
- Maintains a secure workstation that protects patient/client information in compliance with THHS department information security rules of behavior.

QUALIFICATIONS

Must have a current unrestricted Idaho State Nursing License unless current licensing board from another state is part of the Nurse Licensure Compact (an Idaho license will be required within 90-days of employment) with one year of work experience as a nurse. The qualification requirements and compensation assignments are progressive and aligned with the following levels of education and experience:

A Licensed Practical Nurse (LPN/or LVN) with one year of experience (G-13/ \$50,065.60)

OR

A Licensed Practical Nurse (LPN/or LVN) with 3 years of home health experience (G-14/ \$56,035.20)

OR

Associate Degree Registered Nurse with supervisory experience (G15/ \$62,774.40)

OR

Bachelor of Science, Registered Nurse license in Idaho, **preferred;** (G16 /\$70,283.20)

Employee Benefits include:

- Social Security (FICA) Contributions
- Health Insurance (HMA-Medical), (Ameritas-Dental), (VSP-Vision), Rx
- Basic Life/AD&D (Accidental Death & Dismemberment) Insurance @ \$50,000 employee, \$10,000 spouse, \$5,000 each child
- Leave Benefits – The Tribes offer leave benefits to accommodate all employees' needs for paid time off for: personal time, sick time, civic responsibilities, and other time away from work.
(Leave benefits are earned after the 90-day probationary period has been satisfied.)
- Short-term Disability (up to 11 weeks)
- Long-term Disability

LICENSED NURSE/ IMMUNIZATION COORDINATOR

- Worker's Compensation Insurance – covers work-related injury or illnesses
- Employee Assistance Program (Rocky Mountain EAP)
- Unemployment Insurance
- Employer provided benefits are at no-cost to the employee.

Must have a valid Idaho driver's license at all times of employment and be insurable by the Tribes' liability insurance.

Must have computer skills to complete EHR applications and ability to apply RPMS Immunization and IIP IRIS programs.

Applicants who are being considered for a job offer will receive a pre-employment reference check that must verify an employment history that demonstrates creditability, dependability, and exceptional employment history. The Tribes will complete a criminal history background check in compliance with job specific requirements. The results must indicate suitability for employment.

Positions that have regular contact or control of children will receive a background check in compliance with the Indian Child Protection and Family Violence Prevention Act (25 CFR Part 63) and the screening results must indicate suitability for position.

Must have a valid Idaho driver's license and be insurable under the Tribe's insurance carrier.

Preferred Knowledge, Skills, and Abilities:

Knowledge of the Shoshone-Bannock Tribes culture and traditions and/or languages.

Knowledge of the applicable Federal, State, and Tribal laws, statutes rules, regulations pertaining to position's scope of work.

Knowledge of the Health Information and Portability and Accountability Act (HIPAA), and privacy laws.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with Chapter 2; Section 2-04 of the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-98-0405.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, and P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.