

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 FIELD NURSE

DEPARTMENT: TRIBAL HEALTH & HUMAN SERVICES - PUBLIC HEALTH

SALARY: \$25.04 – \$28.03 LPN G13-14 DOE
\$31.40 – \$35.16 RN G15-16 DOE

OPENS: December 4, 2023

CLOSES: Until Filled

CAREER STATUS: NON-EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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

GENERAL PURPOSE:

Shoshone-Bannock Tribal Health and Human Services, Public Health (PH) 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 PH program scope of work. Will ensure compliance with policies and procedures governing the PH program, Tribal Health & Human Services (THHS) Department, Tribal Management Systems, funding source assurances, and established professional 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 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 FIELD NURSE

Approved 12/1/2023 DA3296

SUPERVISION:

The PH Nurse receives direct supervision and evaluations from the Registered Nurse Supervisor. The PH Manager provides administrative supervision & general direction to PH employees.

DUTIES AND RESPONSIBILITIES:

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

Responsible to initiate providing nursing services in the home via home visits; not limited to elder surveillance but includes the disabled and other home bound patients who are appropriately referred to the CHS Program for follow up care and as assigned by the supervising RN or medical provider orders providing the standard care of nursing services as appropriate per scope.

Assists with patient satisfaction surveys, 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.

Participate in 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.

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

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

May occasionally fill-in for other nurse(s) in the clinic when short staffed, duties to include 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 needed.

Some case management duties may include but are not limited to; schedule patients for appointment(s) follow up with reminder notices or phone calls.

Occasionally, may assist the Vaccine Coordinator to maintain Vaccine For Children (VFC) compliance including safe vaccine storage handling and monitoring as needed.

Will be required to participate in mandatory VFC training to serve as a back-up nurse in the absence of clinical nurse(s) fill-in duties include providing childhood immunizations per immunization schedules and protocols. 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.

Responsible for accurate administration of vaccine including documentation in the E.H.R. and the Idaho Immunization Reminder Information System (IRIS) when delegated to administer vaccine.

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

Conduct best practice, utilizing the organization's standard screening tool to provide holistic patient care.

Other duties will include tasks as delegated and needed to carry out the goals of the Shoshone Bannock Tribal Health & Human Services Department

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

Tribal Health and Human Services is an accredited Patient-Centered Medical Home (PCMH) and holds a promise to improve health care by transforming how primary care is organized and delivered. PCMH is a model of evidence-based guidelines that delivers the five core functions of health care.

Employee performance evaluations include the application of five core functions of the PCMH model delivering patient services that are comprehensive, patient-centered, coordinated, quality, safe and accessible.

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

MAINTAINS STRICT CONFIDENTIALITY 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 Tribal Government.

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

- 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.

Employee Benefits include:

- Social Security (FICA) Contributions
- Health Insurance (Medical), (Dental), (Vision), Rx
- Basic Life/AD&D (Accidental Death & Dismemberment)
- 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
- Worker's Compensation Insurance – covers work-related injury or illnesses.
- Employee Assistance Program
- Unemployment Insurance
- Employer provided benefits are at no-cost to the employee.

QUALIFICATIONS:

The qualification requirements and compensation assignments are progressive and aligned with the following levels of education and experience:

Minimum Educational & Experience Qualifications (G13 DOE Negotiable):

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 work experience as a nurse.

(Grade 13): A Licensed Practical Nurse (LPN/or LVN) with one year of experience

Preferred Education & Experience Qualifications (G14-16 DOE Negotiable):

(Grade 14): A Licensed Practical Nurse (LPN/or LVN) with 3 years of home health experience;

(Grade 15): Associate degree Registered Nurse with supervisory experience;

(Grade 16): Bachelor of Science, Registered Nurse license in Idaho.

Knowledge of the Shoshone-Bannock Tribes culture and traditions and/or languages or willingness to understand and embrace the culture to provide care for the community

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

Additional qualifications:

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

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

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.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with 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.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.