

LAC VIEUX DESERT HEALTH CENTER
HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969
Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION: Registered Nurse

LOCATION: LVD Health Center, Watersmeet, MI

SUPERVISION: Clinic Care Coordinator

EMPLOYMENT: Full Time/Part Time – Non-Exempt

SALARY/PAY RATE: Based on Experience/ Qualifications

UPON HIRE:

- 2 weeks paid vacation
- Dental
- Vision
- Health Insurance

DESCRIPTION:

The RN will work in close collaboration with all providers and other interdisciplinary health professionals, including Pharmacy, Dental, Optical, Chiropractic, X-ray, and Laboratory departments. As a vital member of the team, the Registered Nurse is responsible for delivering quality nursing care to patients with a focus on triage, assessment, health education, disease prevention, as well as early identification and support for chronic health conditions. The RN works under the supervision/general direction of the Clinic Care Coordinator. This position will work as part of a team and will provide nursing care in an efficient and timely manner, while providing outstanding customer service and education to all patients.

DUTIES AND RESPONSIBILITIES:

- Performs general nursing care to patients of all ages within the scope of a Registered Nurse

- Greets patients and prepares them for provider exam. Screens for and documents appropriate information
- Enters lab test orders per protocol, instructs patients in collection of samples and tests , and delivers test to lab
- Prepares and sets up equipment and aids provider during treatment, examination, and testing of patients as needed
- Inserts IV's as needed, including in dental department
- Maintains timely and efficient flow of patients during the clinical day
- Notifies patients of diagnostic test results in a timely fashion, as instructed by provider
- Maintains examination rooms for necessary supplies and materials
- Ensures cleanliness of examination rooms according to OSHA standards
- Provide appropriate and accurate telephone triage advice and follow up
- Assists provider with medication orders/refills as directed
- Arranges referrals and appointments, obtaining prior authorization s as necessary
- Updates EHR with pertinent data
- Assures set up, maintenance, and daily checks of crash cart and emergency equipment is done
- Conducts pre-visit planning by reviewing and updating patients records prior to appointments to determine needed services per practice protocol, when working with primary care providers
- Other duties as assigned

QUALIFICATIONS:

- Current Registered Nurse license in the state of Michigan with no restrictions or violations
- Two or more years of experience in a hospital, skilled nursing, or ambulatory care setting within the last five years.
- Current BCLS
- Previous experience with Electronic Medical Record
- Excellent Customer service skills with a patient focus
- Maintains composure under pressure and communicates clearly in stressful situations
- Demonstrates ability to take initiative and work independently
- Demonstrates ability to work within teams and within a dynamic work environment
- Demonstrates critical thinking and problem-solving skills

DESIRED QUALIFICATIONS:

- General Practice Experience
- Excellent IV skills
- ACLS/ PALS certified

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations

- Possible exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a laboratory and medical office environment
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- May need to lift or turn patients who are disabled, with assistance if needed
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: April 19, 2017

**LVD Health Center
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SIGNED: _____

DATE: _____