



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

OPEN: 01-24-2019

Open until Filled

EXEMPT  X   
NON-EXEMPT      

### POSITION DESCRIPTION

**POSITION:** COMMUNITY HEALTH REGISTERED NURSE

**RESPONSIBLE TO:** Community Health Nursing Supervisor

**SALARY:** GS- 13 \$72,689 - \$93,617 Annual/Full Benefits  
GS- 14 \$85,101 - \$110,633 Annual/Full Benefits  
GS- 15 Only for employees with 10+ years

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
Wellness Center, Chiloquin Oregon

### POSITION OBJECTIVE

The Community Health RN will be responsible for providing medical treatment and Community Health services for eligible tribal members. The Community Health scope of practice includes, but is not limited to prevention, health promotion, case identification, education, service coordination and advocacy for individuals and families in the local community. Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes service unit.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Care for and treat patients as directed by physician and/or designee; prepare patients for and assist with examinations. Administer injections & medications, dress wounds and incisions, lab testing, and perform related nursing tasks.
2. Assist with supervision of the Community Health Representatives in pursuit of attaining the Community Health program goals and responsibilities. Exercise full range of supervisory duties and program activities as assigned; which includes providing clear direction for all Community Health Representatives and assisting with evaluating job performance.

3. Assist with the development of the community health plans by utilizing the case management approach incorporating the nursing model.
4. Carry out action nursing plans through home visits, office visits, school visits, outreach clinics and group education.
5. Participate in Community Health caseload clinical staffing on a weekly basis with the Medical Clinic Director. Assist with coordination and participate in patient care conferences with medical, educational, and social services resources for the purpose of providing integrated care to tribal members.
6. Work cooperatively within own department and with other tribal programs to create a system of quality health care delivery through patient centered medical home model.
7. Assist all departments with patient education and services to patients through workshops and/or individual counseling sessions. Develop and implement educational lessons based on individual learning needs and/or provider referral.
8. Aid individuals and families to accept and adjust positively to physical, mental and social limitations. Assist the family to accept and assume the responsibility for providing and/or arranging for care and guidance toward self-help.
9. Maintain records and reports on patients, patient care plans, monthly service report, and other required information for use in program operation, quality assurance and other purposes.
10. Provide backup coverage for the Medical Clinic as directed by supervisor in times of short staffing.
11. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

Work is performed under the direct supervision of the Community Health Nursing Supervisor. This position requires consistent sound judgment and the ability to work independently with minimum supervision. The Community Health RN will work within the context of Community Health Nursing, Indian Health Services, and Klamath Tribal Health & Family Services procedures and protocols.

The Community Health Nursing Supervisor will provide instructions on policy and/or procedure changes and reporting requirements and will set overall objectives and priorities. The RN in consultation with the Community Health Nursing Supervisor will

assist development of plans and schedules for providing comprehensive community health nursing services.

Employee performs daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual situations are discussed with supervisor. The employee shall exercise initiative in researching answers and solving problems.

### **KNOWLEDGE, SKILLS, ABILITIES**

Management skills in formulating policy, program development, staff direction, supervision, training and development of organizational plans, and the effective accomplishment of set program goals; must have teamwork skills.

Ability to grasp and apply the basic principles of administration and operation of a health program.

Ability to work cooperatively with people: to maintain an objective attitude; to exercise tact and initiative; and to stimulate patients and families to follow constructive actions.

Ability to work well with a wide variety of people at all social, economic, and professional levels.

Ability to coordinate services with a diverse range of referral providers and community resources.

Ability to effectively work with the public, co-workers, and supervisors.

Possess the tact necessary to work effectively with patients, physicians and other employees.

Ability to establish rapport with patients to accomplish problem solving and education.

Ability to effectively plan, organize and prioritize work load.

Knowledge of professional nursing principles, techniques, basic sciences in the clinic, patient homes and the community.

Ability to carry out written and oral instructions; to exercise judgment in the application of nursing care; and to stimulate patients and families to follow constructive actions.

Knowledge of children, adult and healthcare worker immunizations recommendations and procedures.

Ability to prepare and administer medication and injections

Ability to perform specialized medical procedures, including IV therapy and phlebotomy.

Ability to identify medical priorities for patient care and telephone triage.

Must have ability to complete required documentation and required written follow-up.

Demonstrate proficient computer skills for data entry, scheduling and other related duties.

Demonstrate ability to accurately maintain records and/or a filing system.

Ability to provide telephone triage while “on-call”, including during afterhours and on weekends.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** Current State License as a Registered Nurse. For out of state applicants; Oregon Licensure required within 90 days of hire. *(Must submit copy of Licensure with application.)*
- **REQUIRED** to possess and maintain a valid Oregon Driver’s License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services’ vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to acquire and maintain ACLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to be proficient in phlebotomy, starting and maintaining intravenous access to patient.
- **REQUIRED** Must have ability to complete required documentation and required written follow-up.

- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing, as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

**Preferred Qualifications:**

- Three (3) years experience working in a clinic setting.
- Flexible work schedule with possible nights, weekends, or on-call coverage.
- Positive working experience with Native Americans in a related field will be given preference.

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services**  
**ATTN: Human Resource**

**3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.