



## 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

EXEMPT  X   
NON-EXEMPT      

**Opens: 8/19/2020**  
**Closes: Until Filled**

### POSITION DESCRIPTION

**POSITION:** FAMILY NURSE PRACTITIONER

**RESPONSIBLE TO:** Lead Primary Care Provider

**SALARY:** GS-15 \$100,102-\$130,140 Annual/Full Benefits  
GS-16 \$117,403-\$147,554 Annual/Full Benefits  
GS-17 Only for Employees with 10+ years of Service rendered with the Klamath Tribes.

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

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

**BACKGROUND:** P.L. 101-630 Level

### POSITION OBJECTIVES

The Family Nurse Practitioner works collaboratively with the Lead Primary Care Provider to provide a wide range of primary care services which encompasses health promotion, injury and illness prevention, diagnosis, treatment and monitoring of commonly encountered health problems and injuries, monitoring of stable chronic health problems, and community development and advocacy. Performs testing, referral to physicians as needed, writes prescriptions, and performs office procedures within the scope of expertise, protocols, and available equipment. These services are provided within a culturally appropriate, holistic, patient care-centered framework to patients of all ages. 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. Determines and assesses the health status of patients by reviewing records, taking comprehensive medical histories, and performing physical examinations; and records findings.
2. Initiates, performs and directs other nurses to perform screening and diagnostic tests, including blood draws, cultures, skin tests, pap smears, and other procedures appropriate for patient's condition.
3. Performs routine laboratory work and other tests, and interprets results; or arranges for such procedures at other facilities.
4. Plans and oversees on-going, culturally appropriate treatment and clinical management and general health maintenance of patients.
5. Informs, counsels and instructs individuals and families on their specific health problems, test results, and general health-related matters such as nutrition, birth control, social behavior, growth and development, aging and substance abuse.
6. Acts as a clinical consultant to medical, nursing, paramedical personnel; consults and confers with a wide variety of health and related care providers, such as public health nurses, social workers and mental health workers.
7. Consults with physicians regarding patient's conditions, diagnosis, treatment plan, medication orders and need for specialty care; keeps physician advised of patient status as necessary.
8. Prescribes medications according to proper clinical care and standards of practice.
9. Recognizes situations requiring a specialist referral, and provides a letter of consultation to that specialist to ensure continuity of care.
10. Provides emergency medical treatment when necessary.
11. Prepares and maintains complete and accurate charts, case files, records and other documents; reviews material prepared by other staff for completeness and accuracy.
12. Attends, participates in, and contributes to in-services education and staff training sessions to maintain and increase skills, and to teach others.

13. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

Work is performed under the general direction of the Lead Primary Care Provider. This position requires consistent, sound judgment and the ability to work independently with minimum direct supervision.

The supervisor outlines the overall program objectives and priorities, time limit, and financial resources available. The employee plans and schedules recurring work, handles routine problems, and completes work using own initiative. Exercise professional knowledge and judgment in interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

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

Knowledge of state laws and regulations on nursing and nurse practitioner scope of work; responsibilities, professional principles, procedures and techniques of nurse practitioners, as applicable within specific licensure

Knowledge of symptoms and normal course of acute and chronic illnesses, and their treatment.

Knowledge of Family Planning methods and medical and health care for pregnant women.

Knowledge of normal growth and development, and common illnesses of infants and children.

Knowledge of immunization recommendations and protocols.

Knowledge of procedures, techniques and tests for conducting comprehensive physical examinations.

Knowledge of techniques and interpretations of standard laboratory tests, x-rays, and basic diagnostic procedures.

Knowledge of substance abuse symptoms mental and emotional illness symptoms and intervention techniques.

Knowledge of medications commonly used for a wide variety of medical conditions, and their effects, reactions and contraindications; proper handling and administration of medications.

Knowledge of symptoms, prevention, reporting requirements, and treatment of child and adult abuse and neglect.

Knowledge of normal and abnormal family dynamics; differing cultural, religious, social, and economic factors affecting community medical care patients.

Knowledge of causes, control, detection, prevention, and treatment of common communicable diseases, including sexually transmitted diseases.

Knowledge of community resources for medical care, mental health care and social services.

Knowledge of medical clinic policies and protocol.

Ability to effectively communicate with Native American patients from various social, cultural, and economic and educational backgrounds.

Ability to work cooperatively with other medical care providers.

Ability to effectively intervene in cases of mental illness, substance abuse, and adult/child abuse and neglect.

Ability to gain cooperation of patients in treating communicable and environmentally-based illnesses.

Ability to accurately evaluate and diagnose medical conditions, including obtaining and assessing medical histories.

Ability to work independently and apply sound medical judgment and department protocols in treatment, treatment planning and referral to physicians.

Ability to recognize and take immediate action in emergency and immediate need medical cases.

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

Ability to prepare and administer medication and immunizations.

Ability to communicate clearly and concisely orally and in writing and effectively deal with the public, co-workers, and supervisors.

Ability to complete required documentation and required written follow-up.

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** to possess a current State License as a Family Nurse Practitioner. *For out of state applicants; Oregon Registered Nursing Licensure required within 90 days of hire. (Must submit copy of Licensure with application.)*
- **REQUIRED** to have a minimum of three (3) years experience working in an outpatient or ambulatory care clinic setting.
- **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 maintain intravenous access to patient.
- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists.
- **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 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:**

- Flexible work schedule with possible nights, weekends, or on-call coverage is strongly preferred.

- Positive working experience with Native Americans in a related field will be given preference.
- Computer experience, specifically with electronic health record systems.

**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 an INDIAN HEALTH SERVICE ***Application for Medical Staff Appointment and/or Privileges 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**

[jobs@klm.portland.ihs.gov](mailto:jobs@klm.portland.ihs.gov)

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.

