



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Registered Nurse	Supervisor:	Health Director
Department:	Clinic	Location:	Clinic
Salary Range:	\$35.66-\$45.51 hour	Pay Grade:	13
FSLA Status:	Non-exempt	Type:	Full-time
Open Date:	February 08, 2021	Close Date:	Open till Filled

DEFINITION:

Assist providers with all aspects of direct patient care. Facilitate and coordinate patient care by communicating with providers, administration and technical personnel.

DUTIES & RESPONSIBILITIES:

- Maintain the confidentiality, security and integrity of the patient's care and information.
- Receive medical record for schedule patients according to appointment list. Make sure pertinent medical information is in medical record.
- Triage patients in the room based on appointment times. Patients that are acutely ill/emergency will be given priority.
- Perform treatments and routine labs as needed. EKG's and other diagnostic procedures as requested, within the scope of practice for registered nurse.
- Carry out written and verbal orders from providers, in accordance with accepted standards of patient care and within the protocols.
- Review medical record to assure all orders have been carried out and all treatment observations and recommendations have been documented.
- Reports infections, when appropriate, within the clinic or to public health agency.
- Review medical record for completeness; return chart to medical records.
- Administer immunization and allergy injections per provider orders and according to protocols.
- Call for prior authorizations of referrals as needed.
- Administers subdural, subcutaneous, and intra-muscular injections and immunizations.
- Performs venipuncture, and processes bodily fluids for reference laboratory testing.
- Other job-related duties as assigned by the supervisor.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledgeable in medical terminology, HIPAA law, Privacy Act and ability to maintain confidentiality of records

This position requires that the candidate be a mandated reporter.

QUALIFICATIONS:

- Must have an A.S. or B.S. in Nursing
- Must be license to practice as an RN in Nevada
- Must have at least three (3) years' experience in nursing. Outpatient/clinical nursing experience preferred.
- Possess or able to obtain CPR, ACLS and PALS certifications within 90 days.

- Must be able to successfully pass a background check.

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.