



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	YES
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	YES

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: NURSE MANAGER (RN)

DEPARTMENT: HEALTH

POSITION SUMMARY:

The Nurse Manager will manage and supervise assigned medical clinic RN's, LPN's, and medical assistants. The employee will also perform nursing duties within the scope of licensure.

Supervised by: CMO

ESSENTIAL DUTIES AND RESPONSIBILITIES

Nurse Manager Duties

- **Clinical Leadership and Supervision:** Overseeing the delivery of high-quality patient care, ensuring adherence to clinical guidelines and standards, and supervising nursing staff to ensure effective patient care. Works with CMO to establish training and compliance program.
- **Staff Management and Development:** training, and mentoring nursing staff. Conducting performance evaluations, providing feedback, and identifying opportunities for professional development.
- **Policy Implementation and Compliance:** Works with CMO to ensure that all nursing practices comply with regulatory and legal requirements. Implementing and updating policies and procedures in line with best practices and organizational guidelines. Ensures compliance with State vaccine program; works with CMO to develop compliance plan for POC testing.
- **Crisis Management:** Responding to emergencies and critical situations with professionalism and efficiency. Ensuring that staff are trained and prepared for crisis situations.
- **Patient and Family Communication:** Ensuring effective communication between nursing staff, patients, and their families. Addressing concerns and ensuring patient and family satisfaction.
- **Record Keeping and Documentation:** Overseeing the maintenance of patient records and documentation. Ensuring accuracy and compliance with legal and ethical standards.

- **Continuous Education and Research:** Staying updated with the latest in nursing practices and healthcare innovations. Encouraging staff to participate in ongoing education and research activities.
- **Scheduling and Staff Allocation:** Managing staff schedules, vacation requests, and shift rotations. Ensuring adequate staffing levels to meet patient care needs.
- **Work Environment and Safety:** Ensuring a safe and healthy work environment for staff and patients. Implementing safety protocols and addressing workplace hazards.

Registered Nurse Duties

- Provides direct patient care within the scope of a licensure
- Accurately and completely documents telephone calls, nurse visits, and other patient information into the electronic health record.
- Performs point of care lab testing, phlebotomy, nebulizer treatments, IM and SC medication and vaccine administration within the scope of licensure.
- Adheres to established standing orders.
- Explains procedures and treatments to patient to assist with understanding, and calm the patient. Initiates and implements patient care plan; maintains acceptable standards of patient care.
- Prepares equipment and aids physician during treatment and examination of patient; maintains sterile fields and established aseptic techniques.
- Accurately and promptly implements provider's orders.
- Supports and enforces infection-control policies and procedures.
- Displays concern and initiative; is resourceful and calm in emergencies.
- Cooperates and maintains good rapport with other clinic staff, other department visitors, and community. Supports collaboration with healthcare professionals.
- Develops, facilitates and participates in patient education activities, health fairs and outreach programs.
- Maintains the privacy, and confidentiality of all protected health information in accordance with the Swinomish Indian Tribal Community Policies and Procedures, and in compliance with state, and federal regulations

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Medical terminology, anatomy, physiology and pathophysiology.
- Equipment, supplies and material needed for medical treatment.
- Basic laboratory procedures including preparation and screening.
- Health care system structure and function.
- Infectious disease management, control and safety standards.
- Effective supervision.
- Medical record documentation.
- Basic Pharmacology.
- Human systems (wellness, illness, growth and development, nutrition, behavioral, psycho-social and family systems
- Culturally Appropriate
- General nursing care
- Care Management
- Triage
- Phlebotomy
- Physical assessment.
- Communication (oral and written).
- Problem solving

- Interviewing patients
- Time management
- Crisis intervention
- Initiating appropriate emergency response.
- Maintaining and establishing working relationships
- Handling multiple tasks simultaneously.
- Reading and following written medical order

MINIMUM QUALIFICATIONS

- Graduation from an accredited Registered Nursing (RN) program and five (5) years of clinical experience is required.
- At least two years of experience as a supervisor or clinical lead, required.
- Active Washington State License as a Registered Nurse is required.
- Washington State Driver’s License is required.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of health programs manager is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

