

LPN JOB POSTING

The Jena Band of Choctaw Indians is looking for a Licensed Practical Nurse (LPN) to assist our medical providers in providing primary care and effectively treating patients in our medical clinic. This is a full-time position. Hours will be Monday - Friday from 8 AM – 4:30 PM. LPN License is required.

Responsibilities include:

- Record a patient's medical history accurately
- Take measurements of blood pressure, temperature, heart rate, EKG, etc.
- Administer injections
- Collect samples and perform lab testing as assigned
- Communicate with patients

Applicant must be dependable, proficient with computer skills, have organizational skills, and be team oriented.

The Jena Band of Choctaw Indians offer excellent and competitive salary and an excellent benefits package.

Application and the full job description may be obtained from our website: jenachoctaw.org. Applications may be emailed to Mr. Ronald Davis, Human Resources Director at rdavis@jenachoctaw.org.

JOB DESCRIPTION

Job Title: LPN/CHR

Department: Health Services

Reports to: Health Director

Employment Status: Full-Time

Classification: Non-exempt

Supervisory Status: Non-Supervisory

Summary:

The Licensed Practical Nurse must apply cognitive, technical, and interpersonal skills in providing patient care, ensuring use of good judgment and appropriate prioritization of patient care activities in an effort to assure quality patient care while functioning within scope of practice. Should have ability to provide health education through curriculum development, designing/leading wellness activities, implement data collection and evaluation techniques, and

various other clinic duties as assigned by provider. This person shall offer professional, friendly, courteous, and confidential service/assistance to tribal members to ensure that they have a positive experience from our departmental services.

Essential Duties and Responsibilities:

- Assists the primary provider in gathering patient information for the initial health history of new patients.
- Serves as primary contact/clinical liaison between referral hospitals, pharmacies, treatment facilities and patients/families to ensure delivery of effective and appropriate treatment in accordance with established plan of care.
- Follows organizational policies and procedures for safety, security, hazardous materials and waste, medical equipment management, and infection control.
- Perform drug screens to any patients or employees of Tribal businesses when needed.
- Maintains accurate and complete files pertaining to JBC clinic patients.
- Utilizes the RPMS (Resource and Patient Management System) computer system for data entry and retrieval as pertaining to GPRA (Government Performance and Results Act) measures.
- Cross-train to assist with other duties in the absence of Health Staff (reception, medical records, issuing purchase orders, etc.).
- Provide home visits to assist with health needs of individuals and/or families upon request.
- Orders and receives clinic supplies.
- Assist in the development and implementation of appropriate departmental policies, programs, services, functions, and activities to ensure comprehensive, primary care services for eligible members.
- Ensures that all reporting requirements relative to assigned duties are met in a timely manner.
- Actively participates in department and/or administrative activities. Assists in program planning and implementation of all Health Department Grants including, but not limited to CDC and SDPI.
- Attends workshops and training sessions pertinent to assigned duties, as assigned.
- Reports to Health Director with significant findings in relation to health matters that come to his/her attention.
- All other duties as assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Knowledge and skill implement standardized nursing principles, procedures, and techniques to adolescents, adults, and geriatric patients.
- Knowledge and skill to recognize and report abnormal patient findings to primary care provider.

- Knowledge of general anatomy, physiology, and disease sufficient to communicate with patients, family members, and primary care provider.
- Knowledge of pharmaceuticals, their desired effects, side effects, and complications.
- Ability to be self-directed in providing care to patients and to work effectively with members of other services.
- Responds to requests for service and assistance.
- Establish and maintain professional, cooperative, and effective working relationships with others.
- Ability to work easily and in a friendly manner with the public and as a team member within the facility.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the Resource Patient Management System (RPMS) functions to obtain appropriate information, maintain/edit client provider information, and enter notes on accounts in regard to GPRA Measures.
- Knowledge of GPRA (Government Performance and Results Act) measures.
- Knowledge of the Privacy Act and Health Insurance Portability & Accountability Act required as the use of the client's medical record is an integral part of this position and the privacy of the individuals must be protected to the fullest.

Education/Experience:

- Current LPN license from accredited school.
- Two years of experience in a clinic setting preferred.
- Current CPR certification preferred.
- Valid Louisiana Driver's license.

Language Ability:

Ability to effectively collect and present information to the Health Director, Tribal members, and providers.

Math Ability:

Ability to understand straightforward mathematical information used for different purposes.

Reasoning Ability:

Ability to practical problems and deal with a variety of concrete variables in situations where only limited standardization exist. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, Spreadsheet software, and Internet software.

Equipment, Machinery, Tools, and Material Utilization:

Requires the ability to use, operate, and/or handle equipment such as computer, copier, calculator, or telephone. This is not an inclusive list.

Certificates and Licenses:

- Community Health Representative (CHR) Certification. Available on IHS website.
- Current LPN License

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Jena Band of Choctaw Indians reserves the right to amend and change responsibilities to meet business and organizational needs.



JENA BAND OF CHOCTAW INDIANS

P.O. Box 14, Jena, Louisiana 71342 ♦ 551 Tuska Hina Street, Trout, Louisiana 71371
 PHONE: (318) 992-2717 ♦ FAX: (318) 992-8244 ♦ WEB: <http://www.jenachoctaw.org>

EMPLOYMENT APPLICATION

APPLICANT INFORMATION:			
Last Name	First Name	M.I.	Today's Date
Street Address		Apartment/Unit #	
City		State	ZIP
Phone	Select One <input type="checkbox"/> Mobile <input type="checkbox"/> Land	Email Address	
Social Security Number		Driver's License Number	State Issued
Are you a Citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO		If NO, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever worked for this company? <input type="checkbox"/> YES <input type="checkbox"/> NO		If so, When?	
Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, explain?	

EDUCATION:	
HIGH SCHOOL	Address
FROM: TO: DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
COLLEGE	Address
FROM: TO: DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
OTHER	Address
FROM: TO: DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree

REFERENCES: PLEASE LIST THREE PROFESSIONAL REFERENCES		
1	Full Name	Relationship
	Company Name	Phone
	Address	Email Address
2	Full Name	Relationship
	Company Name:	Phone
	Address	Email Address
3	Full Name	Relationship
	Company Name	Phone
	Address	Email Address

PROFESSIONAL LICENSE	
Type:	Number:

WORK LOCATION / PREFERENCES:	
<input type="checkbox"/> Miko's Steaks & Spirits <input type="checkbox"/> Miko's Gaming <input type="checkbox"/> Twisted Feather <input type="checkbox"/> Maintenance Dept. <input type="checkbox"/> Corporate (Trout) <input type="checkbox"/> Timber Marking <input type="checkbox"/> H.R.T. <input type="checkbox"/> Other: _____	
Date Available:	Desired Salary:
Have you ever resigned a position to avoid being terminated? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, explain:	

PREVIOUS EMPLOYMENT:			
1	Company:		Phone:
	Address:		Supervisor:
	Job Title:	Starting Salary:	Ending Salary:
	Responsibilities:	Start Date:	Last Date:
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
2	Company:		Phone:
	Address:		Supervisor:
	Job Title:	Starting Salary:	Ending Salary:
	Responsibilities:	Start Date:	Last Date:
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
3	Company:		Phone:
	Address:		Supervisor:
	Job Title:	Starting Salary:	Ending Salary:
	Responsibilities:	Start Date:	Last Date:
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

MILITARY SERVICE		
Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable discharge, explain:		

DISCLAIMER & SIGNATURE	
<p>⊕ I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application, resume, or interview may result in my release from employment.</p> <p>⊕ All employees of Jena Band of Choctaw Indians must consent to and successfully pass unannounced drug screenings.</p> <p>⊕ Resumes and applications are kept on file for 6 months.</p> <p>⊕ Resumes are strongly encouraged but not required for upper-level positions.</p> <p>⊕ Complete this application and bring to the corporate office in Trout, OR mail to P.O. Box 14, Jena, LA 71342, OR email to: rdavis@jenachoctaw.org.</p>	
Signature:	Date: