



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Community Outreach Nurse Supervisor  
**DEPARTMENT:** Tribal Health  
**SUPERVISION:** Tribal Health Director  
**SALARY:** Depending on experience and education  
**OPENING DATE:** August 15, 2019      **CLOSING DATE:** Until Filled

### **POSITION SUMMARY:**

The purpose of the Community Health Nurse is to provide comprehensive skilled nursing services to individuals and families in the community and influence and motivate Native American people to adopt healthy lifestyles.

### **DUTIES AND RESPONSIBILITIES**

- Supervise all certified nursing assistants, and provide clinical supervision, make referrals and assignments per the need of the patient.
- Makes home visits to provide clinical assessments, coordinate services, collaborate with physicians, and develop a plan of care.
- Makes hospital visits to coordinate discharge planning in arranging home care services, durable medical equipment, and any other needs to ensure the patient's discharge and transition are appropriate. Coordinates with Indian Health Service physicians to ensure continuity of care.
- Assist in weekly specialty clinics such as orthopedic, children, and women's health by providing nursing skills as required. May assign other C.N.A's to assist and make sure continuity of care is maintained.
- Participates in vaccination clinics, employee health updates, health fairs, children screenings, school health, and any other health promotion disease prevention events. Serves as a resource person to the community in providing staff skills labs and training.
- Participate in Tribal Health meetings that are scheduled by the Tribal Health Director.
- Assist in promoting special health projects in the local community schools, i.e., dental health, head lice prevention/treatment, menstruation, good hygiene, etc.
- Work with the Native American population within the community settings.
- Participates and follows AAAHC accreditation guidelines for ambulatory health care.

- Works closely with the Tribal Health staff in providing comprehensive healthcare to the community.
- Maintain annual training in CPR, Blood Borne Pathogens, Security Act, HIPAA, and Privacy Act.
- Follows Indian Health Service protocols for charting patient contact including legibility, timeliness, coding, etc.
- Reports program operational information and activities to the Tribal Health Director.
- Effectively communicates with the Tribal Health Director on activities planned/completed.
- Attend in-state and out of state conferences to keep up-to-date on skills as required by the Tribal Health Director.
- Conducts annual employee evaluations for C.N.A's.
- Oversees weekly staff meetings to: discuss patient assignments and needs, follow-up on assignments of specialty clinics and to provide guidance and assistance.
- Develop the necessary policies and procedures for efficient and effective coordination of care for patients and the department.
- Performs other duties as assigned to maintain and enhance the operation of the program.

**QUALIFICATIONS:**

- Bachelors or an Associate's degree in nursing with a current Registered Nurse license in the state of Wyoming. Other state Registered Nurse licenses will be accepted if the current license is part of the Nurse Licensure Compact (NLC).
- One year nursing experience or with case/care management.
- Three years of managerial work experience in healthcare administration.
- Self-starter, completes tasks in a timely manner and possess the ability to work independently with little or no supervision.
- Ability to maintain effective working relationship with providers and ancillary staff in addition to the community.
- Certification in First Aid/CPR Instructor, other specialty trainings or Certified Diabetes Educator (CDE) preferred but not required.
- Excellent verbal and written communication skills.
- Ability to understand and execute a variety of complex written and oral instructions.
- Knowledge of disease management, prevention and treatment services preferred.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle auto insurance.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.

## **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Hourly rate of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.