



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Supervisory Nurse Care Manger
EMPLOYER: Eastern Shoshone Tribe – Tribal Health
SALARY: DOE
OPENING DATE: May 2, 2018 **CLOSING DATE:** May 15, 2018

QUALIFICATIONS:

- ❖ RN license in Wyoming with an Associates or Bachelors in Nursing (other state licenses will be accepted, but a Wyoming license will be required within one year of employment unless current licensing board is part of the Nurse Licensure Compact).
- ❖ 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.
- ❖ Employment history must prove creditability and dependability.
- ❖ 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.
- ❖ Must have a valid Wyoming Driver's license.

DUTIES AND RESPONSIBILITIES:

- ❖ Will supervise all certified nursing assistants, and provide clinical supervision, make referrals and assignments per the need of the patient.
- ❖ Works closely with Indian Health Service physicians to ensure continuity of care.
- ❖ Follows Indian Health Service protocols for charting patient contact including legibility, timeliness, coding, etc.
- ❖ Devise care plans, which include patient/client referral, post hospital admissions, medication dose education, administering therapies and treatments, evaluation of results and a summation of the plan's effectiveness.
- ❖ Develop the necessary policies and procedures for efficient and effective coordination of care for patients and the department.
- ❖ Assist and coordinate any care plans needed within the Shoshone Recovery Program if needed.

- ❖ Assist in the development of any Shoshone Tribe specific employee wellness programs.
- ❖ Provides and recommends to the Tribal Health Director any opportunities that increase access to care.
- ❖ Develops Quality Assessment and Improvement projects for the department and assists other health programs (recovery, nursing home, dialysis) in their initiatives to improve patient care.
- ❖ Develop and ensure measurable standards of performance for all staff within the chronic disease program.
- ❖ Provide emotional support and medical advice to patients/clients and their families.
- ❖ Promote and educate self-management skills to patients/clients and their families.
- ❖ Assigned direct oversight of licensed practical nurses, certified nursing assistants as applicable.
- ❖ Effectively communicates with the Tribal Health Director.
- ❖ Coordinates and networks with all available resources including tribal, local, county, state, and federal health and health related programs and projects for provision of effective health services.
- ❖ Reports program operational information and activities to the Tribal Health Director.
- ❖ Develop and present educational programs for community on preventive health as needed.
- ❖ Initiate actions to become an accredited department of the Tribe in its health care and public health programs
- ❖ Duties and responsibilities will include other activities and areas as needed to carry out the position functions of community health nursing and as assigned by Tribal Health Director.

Application Requirements: Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org and can be sent via email to dshoyo@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.

Indian preference applies.

Applicants who have a current application 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.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.