



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

NOTICE OF EMPLOYMENT

POSITION: Registered Nurse
DEPARTMENT: Wind River Dialysis Center
SUPERVISION: CEO
SALARY: DOE
OPENING DATE: March 12, 2020 **CLOSING DATE:** OPEN UNTIL FILLED

POSITION SUMMARY:

Provides direct care to patients with end stage renal disease through the application of the nursing process. The registered nurse is a member of the interdisciplinary team, which strives to provide quality services through a team effort.

DUTIES AND RESPONSIBILITIES

- Performs physical assessment of patients including vital signs, access, lung sounds and fluid status, pre-dialysis, and post-dialysis.
- Competently completes Skills Checklist.
- Oversees/delegates to Patient Care Technicians ...
- Verifies physician's order prior to each treatment.
- Confirms Nephrologists orders promptly per nursing standards.
- Maintains and updates medication log on monthly basis.
- Monitors dialysis treatments by performing machine and patient checks, including patient blood pressure, every 30 minutes.
- Administers IV/oral medications as ordered and documents.
- Accurately documents care given and the patient's response.
- Revises priorities based on evaluation of patient needs.
- Identifies emergency situations and takes immediate action per policy and procedure.
- Continually functions as a patient educator.
- Provides patients with monthly lab results and educates on how to improve or maintain their quality of health.
- Encourages patients to participate in their care as fully as possible.

- Follows universal precautions as recommended by the Centers for Disease Control.
- Uses aseptic technique when performing clinical procedures.
- Confirms acceptable water quality prior to beginning dialysis treatments.
- Cleans and disinfects dialysis equipment before and after each treatment.
- Maintains equipment per manufacturer's recommendations.
- Confirms proper dialysate conductivity, pH and chloramine testing has been done prior to dialysis treatment.
- Assures that machine alarms are functional prior to dialysis treatments.
- Demonstrates ability to operate equipment in the event of a power failure.
- Disposes of biohazardous waste per unit policy & procedure.
- Labels and/or removes defective equipment from the treatment area and arranges for repair.
- Utilizes supplies efficiently to contain costs.
- Is familiar with the facilities policies and procedures and conducts the practice accordingly.
- Documents charges and services and/or credits supplies accurately.
- Completes an incident report following any unusual occurrence that could have implications for risk management.
- Cooperates with the ESRD Network's goal to collect data.
- Performs dialyzer reuse according to facility standards, if applicable.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Bachelors or an Associates 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).
- Licensed as a registered nurse in the State of Wyoming
- Basic Life Support Certification
- Prefer minimum of one-year recent experience in hemodialysis
- Excellent verbal and written communication skills.
- Must be able to withstand the stresses and demands of an active position as described in the Working Conditions section.
- Must be able to add, subtract, multiply and divide all units of measure, percentages and decimals.
- Must have knowledge through training or experience in performing patient care activities for adult and geriatric patients.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- 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 and can be sent via email to 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.