



*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: Registered Nurse with non-restricted Wyoming License
SALARY: \$30.00-\$35.00/hr. (depends on Dialysis Experience) Sign on bonus
CAREER STATUS: Full-Time
OPENING DATE: October 17, 2024 **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

1. Performs physical assessment of patients including vital signs, access, lung sounds and fluid status, pre-dialysis, and post-dialysis.
2. Competently completes Skills Checklist.
3. Oversees/delegates to Patient Care Technicians ...
4. Verifies physician's order prior to each treatment.
5. Confirms Nephrologists orders promptly per nursing standards.
6. Maintains and updates medication log on monthly basis.
7. Monitors dialysis treatments by performing machine and patient checks, including patient blood pressure, every 30 minutes.
8. Administers IV/oral medications as ordered and documents.
9. Accurately documents care given and the patient's response.
10. Revises priorities based on evaluation of patient needs.
11. Identifies emergency situations and takes immediate action per policy and procedure.
12. Continually functions as a patient educator.
13. Provides patients with monthly lab results and educates on how to improve or maintain their quality of health.
14. Encourages patients to participate in their care as fully as possible.
15. Follows universal precautions as recommended by the Centers for Disease Control.
16. Uses aseptic technique when performing clinical procedures.
17. Confirms acceptable water quality prior to beginning dialysis treatments.

18. Cleans and disinfects dialysis equipment before and after each treatment.
 19. Maintains equipment per manufacturer's recommendations.
 20. Confirms proper dialysate conductivity, pH and chloramine testing has been done prior to dialysis treatment.
 21. Assures that machine alarms are functional prior to dialysis treatments.
 22. Demonstrates ability to operate equipment in the event of a power failure.
 23. Disposes of biohazardous waste per unit policy & procedure.
 24. Labels and/or removes defective equipment from the treatment area and arranges for repair.
 25. Utilizes supplies efficiently to contain costs.
 26. Is familiar with the facilities policies and procedures and conducts the practice accordingly.
 27. Documents charges and services and/or credits supplies accurately.
 28. Completes an incident report following any unusual occurrence that could have implications for risk management.
 29. Cooperates with the ESRD Network's goal to collect data.
 30. Performs dialyzer reuse according to facility standards, if applicable.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

1. Graduate from an accredited school of Nursing
2. Licensed as a registered nurse in the State of Wyoming
3. Basic Life Support Certification
4. Maintain current Driver's license.
5. Prefer minimum of one-year recent experience in hemodialysis
6. Must be able to communicate and comprehend accurately and effectively in English, through both written and verbal correspondence.
7. Must be able to withstand the stresses and demands of an active position as described in the Working Conditions section.
8. Must be able to add, subtract, multiply and divide all units of measure, percentages and decimals.
9. Must have knowledge through training or experience in performing patient care activities for adult and geriatric patients.

APPLICATION REQUIREMENTS :

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern

Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

I have read and understand the duties and responsibilities of my position. By signing I am in agreement to the requirements and will abide by the stipulations in the job description and the Policy and Procedures Manual.

- 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 lmorgan@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.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AND MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.