



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Dialysis Tech  
**DEPARTMENT:** Wind River Dialysis Center  
**SUPERVISION:** Wind River Dialysis Director/ Nurse manager  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full-Time (32-40 Hours/Week)  
**OPENING DATE:** January 13, 2025      **CLOSING DATE:** January 27<sup>th</sup>, 2025

### **POSITION SUMMARY:**

The patient care technician provides safe and acceptable dialysis under the supervision of a registered nurse. Communicates with patients, families, and the health care team to provide services according to the patient care plan.

### **DUTIES AND RESPONSIBILITIES**

- Obtains weight, temperature, and baseline vital signs of the patient, reporting any unusual finding to the registered nurse.
- Inspects access, administers local anesthetic, performs cannulation of access needles, and initiates dialysis
- Administers anticoagulant at initiation and termination of hemodialysis per standing orders.
- Calculates and adjusts fluid removal rates following medical orders.
- Monitors dialysis treatments by performing machine and patient checks, including patient blood pressure, usually every 30 minutes, but no less than every hour.
- Initiates CPR and responds to emergencies per procedure.
- Discontinues dialysis treatments; establishes hemostasis, cleans and dresses access.
- Accurately documents care given and the patient's response.
- Assists with the standard daily cleaning of the unit. Responsible for disposing of the trash, ensuring bathrooms are clean after patient use, and ensuring the kitchen is clean.
- Offers assistance promptly, displaying helpfulness and concern.
- Identifies patient concerns and/or complaints, and notifies the RN.
- Instructs patients and their families regarding the procedures and routines of dialysis.
- Instructs patients and their families about the importance of promptly reporting adverse signs and symptoms.

### **QUALIFICATIONS:**

- High School Graduate or G.E.D. certificate
- Basic Life Support Certification
- Have current driver's license.

- Prefer minimum of one-year recent experience as a hemodialysis technician.
- Excellent verbal and written communication skills.
- Must be able to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
- Must be able to withstand the stresses and demands of an active position as described in the Working Conditions section.
- Plan to take national certification exam prior to 18 months of employment. Every Patient Care Technician must pass the certification to continue employment after 18 months of service. If you do not pass, we will allow a re-take exam. After 3 attempts and you continue to fail the certification, you will be relieved of your position per CMS guidelines.
- 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 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 [rferris@easternshoshone.org](mailto:rferris@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.