



# PUYALLUP TRIBE OF INDIANS

## JOB ANNOUNCEMENT



**OPEN:**            **SEPTEMBER 11, 2018**                      **CLOSES:**            **OCTOBER 12, 2018**

**JOB TITLE:**    **LICENSED PRACTICAL NURSE**            **DEPARTMENT:**    **ELDER CARE SERVICES**

**REPORTS TO:**   **EXECUTIVE DIRECTOR & DIRECTOR OF NURSING**

**SALARY:**        **D.O.Q. + BENEFITS**

**HOURS:**   **30 HOURS/WEEK – PART TIME + BENEFITS**

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### **POSITION SUMMARY:**

Works under the direction of the Executive Director & the Director of Nursing. Participates in the planning, implementation and evaluation of nursing care within the objectives, standards, and policies of the department and within the parameters of his/her scope of practice for Elders residing in the House of Respect. Cooperates with the members of the nursing and healthcare team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides direct and individualized nursing care to assigned Elders residing at the House of Respect under the supervision of a registered professional nurse.
2. Observes, documents and reports Elders condition and reaction to administered medications and treatments.
3. Prepares, administers and records medications and treatments per provider's orders and in accordance with the established protocols for LPN's.
4. Prepares equipment and assists during treatment, examination and testing of resident when necessary.
5. Shares responsibility for the planning, implementation, and evaluation of nursing care plans and nursing care.
6. Participates in team conferences, sharing knowledge, information, and ideas among team members.
7. Participates with hospice/ end of life care.
8. Records information concisely, accurately and completely in a timely manner in the resident record showing the resident's condition and nursing interventions.
9. Assists in ordering supplies on a weekly basis and/or as needed.
10. Assists in relevant health education for Elders and their family. Helps patients understand the aging process and how it affects their life-styles.
11. Assists patients in finding ways of adjusting to aging changes that will allow for a life-style as comfortable as the situation will permit.

12. Maintains professional boundaries, ethics, and confidentiality of the client's personal information, personal effects, safety, health and well-being.
13. Maintains integrity and standard of personal ethics on and off the job, as not to call his/her trustworthiness with clients' personal effects into question.
14. Keeps resident information confidential and follows internal procedures to ensure confidentiality is maintained.
15. Communicates frequently with supervisor and utilizes appropriate channels of communication.
16. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no direct supervisory responsibilities, however may occasionally serve as a first-line supervisor in the absence of the Executive Director of Elders Wellness Services or Director of Nursing and oversee the work of CNAs. This position may also provide on-the-job training or orientation to new hires or employees new to the department.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Graduation from an accredited school of nursing. Must have and maintain a current Washington State Licensed Practical Nurse (LPN) license. Minimum two (2) years experience in Elder care within the last four (4) years. Demonstrable triage and assessment skills. Experience and/or ability to work with an Electronic Medical Health Record System. Intermediate computer skills in word processing and spreadsheets required.

Knowledge and understanding of HIPAA, and other relevant policies. Effectively incorporates confidentiality into daily work habits. Follows facility policies and procedures.

#### **Must also Demonstrate:**

- Must demonstrate appropriate judgment skills to be able to make independent decisions in routine client care matters.
- Must take initiative and responsibility for decisions as an individual and exhibit commitment to the goals and vision of the department.
- Must place the needs of the client first at all times and strive to deliver excellent care to clients in their home or residence.
- Must adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty. Maintains professionalism and mindful regard to client's privacy, personal effects, safety, health and well-being.
- Maintains integrity and standard of personal ethics on and off the job so as not to call trustworthiness with client's personal effects into question.
- Continuously promotes a safe and efficient working environment by adhering to the Tribe's and Department's policies and procedures.

- Continually maintains confidentiality of all departmental and client related information. Protects client's right to privacy.
- Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
- Adheres to departmental dress codes as requested by supervisor.
- Attends and participates in staff meetings, required in-services, departmental activities and other meetings as requested.
- Utilizes material, equipment and time in a safe, beneficial and cost effective manner. Organizes workload to complete responsibilities in an appropriate and timely manner.

### **Language Skills**

Effectively conveys and receive ideas, information and directions. Demonstrates good verbal and written communication. Ability to read and interpret professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to speak effectively to Elders, residents and family members.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Other Requirements**

Must have and maintain a Licensed Practical Nursing License.

Must have and maintain a valid Driver's License and proof of automobile insurance and must sign a release of information to obtain a Washington State Driving Abstract. Must have or be able to obtain CPR/First Aid certification within the first 90 days of employment. Must submit and be able to pass a criminal background check prior to employment and periodically after employment. May be required to submit to random drug testing to ensure safety of residents.

### **Other Skills and Abilities**

Ability and knowledge to work closely with Tribal elders. Must be able to treat members of the community with respect and dignity and be culturally sensitive. Manages difficult and emotional situations tactfully.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier and other office equipment.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.

- The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move 10 to 50 pounds, and occasionally up to 100 pounds. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear and perform repetitive movements of the upper extremities.
- The employee must regularly lift and/or move up to 100 pounds, perform one person transfer under routine and emergency situations, reposition a bedbound patient alone.
- Ability to withstand periodic contact with dog/cat hair, dust, mold, mildew and household cleaning solutions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is usually moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee contacts and interruptions during the day.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863  
Fax#: (253)573-7963  
Job Line#: (253)573-7943

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*