



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Registered Nurse-Home Care		<b>JOB CODE:</b> RNHC	
GOVERNMENT-EMPLOYEE		<b>EEO:</b> 2	<b>PAY GRADE:</b> 30
Exempt	Flex	<b>FUNDING SOURCE:</b> IHS/Health NPD	<b>NATIVE AMERICAN PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*"All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K"*

*"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

Works under the direction of Home Care Nursing Supervisor as part of a multidisciplinary team in a patient centered care setting providing home healthcare to Native Americans, specifically the elderly and disabled population of the Ho-Chunk Nation. Nursing services include, but not limited to, providing holistic approach to patient family centered care, care plan development, case management, and collaboration with tribal and non-tribal agencies and programs to improve health of a population.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Performs comprehensive evidence-based professional nursing care to individuals and their families through office and home visits daily.
2. Charts all encounters daily for date of service in the electronic health record (EHR) and finalizes note within 72 hours of encounter date.
3. Provides education and counseling that is adapted to the client's unique needs daily.
4. Develops and implements plan of care for patients to their health care needs as indicated by health status; assess and revise plan with change of condition and at least every 6 months.
5. Develop plan of care/action plan with client, family or community group.
6. Develop strategic plans and assists with data collection, reporting and analyzation of data.
7. Perform individual, family and community assessments.
8. Manage vaccine inventory as indicated by VFC care guidelines.
9. Coordinates with medical providers, social workers and other agencies and groups within the community for the purpose of providing comprehensive services.
10. Collaborates in Ho-Chunk Nation Department of Health community health assessment and health improvement planning and intervention activities including strategic planning and quality improvement quarterly.
11. Maintain a safe, clean, efficient, and pleasant environment for optimum patient well-being on a daily basis.
12. Maintain and follow regulation for Personal Care Agency and services to members daily.
13. Submits monthly reports to supervisor by 5<sup>th</sup> of every month.
14. Work in compliance with applicable regulatory (HIPAA) and Personal Care Agency requirements, IHS and tribal protocols daily.
15. Works with Managed Care Organizations (MCO) to coordinate cares for clients as needed and bills MCO's accurately within 72 hours of encounter.
16. Will precept student nurses on an as needed basis.
17. Other duties as assigned by supervisor.



**JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Operates with significant independence and subject to general input and regular review from supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Associates degree in Nursing is required
2. Bachelor’s degree in Nursing preferred
3. Will accept Graduate Nurse with obtaining Registered Nurse license within 6 months of employment.

**ESSENTIAL:**

1. Possess a current State of Wisconsin RN license in good standing or General Nurse.
2. Possess Cardiopulmonary Resuscitation (CPR) certification or obtain within 90 days of hire.
3. Possess a valid driver’s license, dependable transportation, and proof of auto insurance.
4. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment.
5. Must maintain patient confidentiality in accordance with the Privacy Act/HIPAA.

**EXPERIENCE:**

1. Preferred three (3) years nursing experience.
2. Possess basic computer skills and have experience with Electronic Health Records.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of the use of community resources as well as public health nursing practices.
2. Comprehensive knowledge of home care practices assessment, principles and evaluation process.
3. Knowledge and respect of Ho-Chunk Nation culture, traditions, and community concerns.
4. Knowledge of the core functions and essential services of home health in addition to current home health nursing principles and processes.
5. Proficiency in problem solving, conflict resolution, decision making, critical and analytical thinking skills.
6. Proficiency in communicating in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.
7. Provides prevention and control of communicable diseases.
8. Provides health education that is adapted by the needs of each individual community.
9. Contributes to performance measures and process improvement to improve quality.
10. Responds to regular and proactive public communications with stakeholders and general public.
11. Applies strategies for continuous quality improvement.
12. Participates in required emergency preparedness training to support public health preparedness and emergency response efforts. This may require non-traditional work schedule.



13. Ability to communicate and work well with others.
14. Ability to work independently and demonstrate capacity to educate others.
15. Ability to lead and promote a healthy, non-abusive lifestyle.
16. Ability to work within a diverse cultural population.

### **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. Follows Employee Relations Act and all Policy and Procedures assigned during orientation or throughout employment.
3. Inquire from supervisor as needed to receive appropriate training and counseling prior to acceptance of assignments in order to ensure safety and understanding.

### **WORKING CONDITIONS**

1. General in home care setting and community sites.
2. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals.
3. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
4. Traveling is a necessity.
5. Potential exposure to hazardous and bio-hazardous material.
6. Requires use of personal protective equipment
7. See physical demands of the position listed on the Physical Demands Worksheet.