

JOB OPENING ANNOUNCEMENT

Job Title: Registered Nurse

Report To: Medical Clinic Manager

Department: Medical Clinic

Job Vacancy: YAN-23-001

Status: Full-time; Exempt

Starting Wage: DOE

Opening Date: 1/16/2023

Closing Date: 1/27/2023

POSITION DESCRIPTION:

The duty of the Registered Nurse is to promote health, prevent disease and help patients cope with illness. The Registered Nurse is an advocate and health educator for patients, families and the community. When providing direct patient care, the Registered Nurse observes, assesses and records symptoms, reactions and progress in the patients; assists physicians during surgeries, treatments and examinations, and administers medication. The Registered Nurse may also develop and manage nursing care plans, instruct patients and their families toward proper care and help individuals/groups to take steps to improve or maintain their health. While state laws govern the tasks that Registered Nurses may perform it is usually the work setting that determines their daily job duties.

QUALIFICATIONS:

- A Bachelors Degree in Nursing is required
- Must be licensed by the Arizona State Board of Nursing; Current certification to be maintained throughout employment.
- Must have two (2) years of direct patient care experience.
- Experience working in an outpatient setting – Family Medicine preferred (dealing with both adults & children).
- Must have evidence of continuing education to maintain any required Certification/License and update knowledge and skills
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Perform office-based nursing procedures: *(including but not limited to)*.
 - Injections of medications/vaccines, nurse triage.
 - Phlebotomy skills in the outpatient setting for both adults & children.
 - IV procedures, wound care, suture removal (with appropriate timing and appropriate healing).
- Comfort with assisting physician during outpatient medical and surgical procedures: *(including but not limited to)*.
 - Laceration repair.
 - Minor office surgery.
 - EKG.
 - Emergency stabilization and management of acute illness.
- Communicate with patients on a variety of issues including, but not limited to: patient education after visits, telephone follow-up and conducting referrals

- Organize administrative duties including, but not limited to: organizing referrals and fielding medication refill requests from pharmacies and patients.
- Use independent problem-solving skills with appropriate nursing advice for patients when the physician is not on the site.
- Supervise Triage and Medical Assistant staff members ensuring a continuum of quality care to patients.
- Performs other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**