

ILIULIUK FAMILY AND HEALTH SERVICES, INC.

Job Description

JOB TITLE: NURSE

FLSA Job Status: Non-Exempt

Education/Licensure: Current registered or practical nursing license or temporary permit from the State of Alaska. Previous experience in ICU or ER preferred.

Pay Rate: RN - \$30/hour DOE LPN - \$17/hour or DOE

Department: Nursing

Supervisor: Director of Clinical Services

Date: 9/06

I. ORGANIZATIONAL SUMMARY

- A. Reports to:** Director of Clinical Services and Executive Director
- B. Key Working Relationships:** Practitioners, Medical Support Staff, Mental Health Clinicians, and Administration
- A. Primary Customer Groups:** External practitioners, patients, their families, and vendors/customers
- E. Age of Patients Served:** All

II. STANDARDS OF CONDUCT

- A. Appearance:**
 - 1. Maintain a professional personal appearance, and abide by the dress code at all times while working and representing IFHS.
 - 2. Demonstrate actions that support maintaining a positive and clean facility appearance.
- B. Attitude:**
 - 1. Acknowledge customers; smile and maintain eye contact.
 - 2. Apologize for problems, inconveniences, and wait times.
 - 3. Be kind, sympathetic, and helpful.
 - 4. Thank all customers for choosing IFHS.
- C. Respect:**
 - 1. Treat all customers (patients and guests), as I would want my family treated.
 - 2. Treat colleagues (employees, practitioners, volunteers) as professionals.
 - 3. Be accountable in meeting customers' requests and needs.
 - 4. Recognize and respect differing viewpoints and beliefs.
 - 5. Show reverence for cultural diversity and perspective of all people.
- D. Ownership/Accountability:**
 - 1. Act as an ambassador of IFHS at all times.
 - 2. Anticipate and exceed customer needs and expectations.
 - 3. Understand and accept responsibilities.
 - 4. Demonstrate a proactive approach to all issues/problems/concerns.
- E. Communication:**
 - 1. Acknowledge customers/patients.
 - 2. Keep customers/patients appropriately informed.

3. Maintain confidentiality at all times.
4. Use proper voice and e-mail etiquette.
5. Use proper and professional telephone etiquette.
6. Demonstrate positive and proactive communication skills to include active listening.

III. JOB SUMMARY

A. Schedule: Will have a flexible schedule that includes working some Saturdays and being on-call.

B. Duties: After orientation and training the nurse will be expected to:

1. Provide care to patients as allowed under Alaska law
2. Responsible for seeing that filled medications are signed off by a Practitioner before they are given by the nurse to the patient with instructions
3. Be on-call every 2-4 weeks, depending on staffing, with variable daytime schedule during week when on-call.
4. Guide, support and assist other staff members as requested or situation requires
5. Learn either medical supply or dispensary well enough to cover when main person assigned to that area is absent, or be responsible for tracking and educating Diabetic or converted / active TB patients
6. Participate fully in all quality improvement and quality assurance activities at IFHS, in addition to all other change initiatives
7. Use PPE (Personal Protective Equipment) appropriately: to include gloves, mask, gown and shoe covers. Training will be given in PPE use.
8. Help in x-ray/lab as needed and nursing duties allow. We will train as needed in these areas
9. Do other duties as assigned by Director of Clinical Services or Executive Director

IV. ESSENTIAL FUNCTIONS

1. Hearing: within normal limits with or without use of corrective devices
2. Vision: adequate to read 12-point type with or without corrective lenses
3. Must be able to effectively communicate in English, both verbally and in writing, with staff, patients, and public
4. Must have manual dexterity of hands/fingers for frequent writing, computer work, filing, and doing/assisting with procedures
5. RN's must be able to do basic dosing calculations for medication
6. Must be able to occasionally lift up to 50lbs
7. Must be able to frequently stand 90% of the day
8. Must be able to frequently walk 90% of the day
9. Must be able to occasionally push and pull up to 50lbs

V. ACKNOWLEDGMENT

I have reviewed and understand the responsibilities of this position description.

Signature of Employee

Date