

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

**POSITION TITLE:** Registered Nurse (RN)  
**POSITION NUMBER:** 01223  
**DEPARTMENT:** Employee Health  
**LOCATION:** 701 S Packerland Drive Green Bay WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Nursing Manager  
**SALARY:** NE11 \$24.81/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** August 2, 2019  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** August 9, 2019  
**Proposed Start Date:** As Soon As Possible

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

Provide support to employee health and safety programs as directed by Tribal laws, mandates, and active Workers Compensation case management. This position is responsible for assisting in employee screening clinics, providing education and/or consulting for immediate intervention for on-the-job injuries, and providing continued education for Tribal employees on employee health and safety. RN/Case Managers are advocates for true and concise information pertaining to each employee/patient's case; and serve as stewards who assist employee/patient with self-management of their case with available resources. RN/Case Managers cannot guarantee outcomes and cannot make personnel/employment decisions. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Participate in active Workers Compensation case management to assist employees who are injured at work.
2. Perform clinical and primary care for injury and illness as related to the Nursing Process.
3. Promote and provide "Best Practices" from primary sources and regulations for clinical skills to guide professional nursing judgment.
4. Granted authority by the State of Wisconsin's Nurse Practice Act to be self-regulating and responsible for all aspects of nursing care. RN's may delegate nursing acts to Licensed Practical Nurses (LPN), certified nursing assistants (CNA), or unlicensed assistive personnel (UAP). The delegating RN is responsible for general supervision (i.e., to coordinate, direct and inspect the practice of another).
5. Recognize and positively supports the concepts of Holistic Healthcare and the Oneida Nation's values and strategic plans.
6. Perform Disability Compensation Case Management to assist employees who are ill or have non-work-related injuries with disability needs in the Early Return to Work Program.
7. Administer, track, educate, monitor and refer TB activities to area agencies and network with Medical Doctors and employees.
8. Consult on health matters, review documents such as physician reports regarding employee health and safety, workers compensation insurance claims, and medical restrictions respective to employee work functions.
9. Participate in the Drug & Alcohol-free Workplace Policy (DAFWP) administration, data collection, referral recommendations, test requirements, education and networking with appropriate departments and area agencies.
10. Perform pre-employment drug screenings; refer and follow up on positive tests.
11. Respond to immediate calls for DAFWP testing for suspicion during regular office hours.
12. Conduct wellness clinics and health screenings with education in the office and/or at on-site clinics, including immunizations, blood pressure, blood sugar, and blood cholesterol.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

13. Provide employee health surveillance testing which includes, but is not limited to pulmonary function testing, audiometric testing, vision screening and other tests as appropriate.
14. Perform immediate comprehensive assessments and take appropriate action for employee health and safety.
15. Assess non-occupational illnesses occurring at work; determine need for urgency of treatment and gives guidance to seek care from personal health care providers.
16. Assist in the development of Department Standard Operating Procedures as needed/required.
17. Provide continual education and training to employees as specified by OSHA and the Oneida Nation mandatory requirements. e.g. blood borne pathogens, CDL, new employees and Early Return to Work.
18. May be required to become certified and teach CPR and First Aid to employees; and Automated External Defibrillator.
19. Contribute to the achievement of health and safety goals of the department by using contacts with medical providers, supervisors and community to foster better public understanding of employee health and safety concepts.
20. Assemble and maintain adequate materials and equipment in preparation for clinic sessions and educational presentations. Clean and dispose of clinic supplies and equipment as appropriate.
21. Mentor Nursing and Allied Health students.
22. Conducts post exposure follow up to blood borne pathogen incidents, to include tracking, education and referrals. Act as a resource for department managers in the development and annual review of blood borne pathogen exposure control plans.
23. Complete appropriate reports as requested by supervisor.
24. Provide information necessary to appropriate referral sources in a timely, accurate and concise manner.
25. Maintain and secure all employees health/safety records.
26. Act as a resource for department managers/supervisors regarding health and safety issues.
27. Review and follow up on employee incident reports.
28. Conduct pre-placement workplace physical assessments respective to job descriptions, and physical demands, such as Security Department Assessments.
29. Perform specific health screenings and participate as an Advisor for the Employee Wellness Committee.
30. Perform infection control activities.
31. Participate in continuing education and skills training needed to maintain and expand professional knowledge, skills, and abilities to practice as an Employee Health nurse.
32. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
33. Contribute to a team effort and accomplish related results as required.
34. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
35. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
36. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk and stoop, kneel, crouch, handle, and feel; must be able to see distinguish colors; reach with hands and arms; sit, stand and carry up to ten (10) pounds.
2. Occasionally lift and/or move up to fifty (50) pounds
3. Work is generally performed in an office setting that is not noise, smoke or dust free.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge of modern office practices and equipment.
2. Knowledge of Workers Compensation, OSHA and Tribal Laws and Mandates.
3. Knowledge and experience and training in blood borne pathogen and HIV/AIDS, case management and basic nursing, which includes planning, coordination and experience.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability and willingness to work flexible hours. Hours may vary occasionally to accommodate operational needs.

**STANDARD QUALIFICATIONS: (Cont.)**

6. Ability to be dependable, conscientious; possess initiative, self-motivated and capable of working independently.
7. Ability to operate standard office equipment including a personal computer, copier and fax machine, overhead projector, multi-line phone and basic medical equipment, stethoscope, sphygmomanometer, blood sugar monitor, thermometer, needles and syringes.
8. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
9. Ability to communicate effectively in the English language both verbally and in writing.
10. Ability to carry out instructions furnished in verbal or written format.
11. Maintain current CPR certification through AHA, ARC or NSC-FAI.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position.
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Employees are required to have proof of immunity or dates of 2 doses of MMR and Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
17. Must pass a background security check with the Oneida Nation to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Five (5) years of general nursing experience in an acute care setting or in Community Health or Occupational/Employee Health.

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Associates Degree in Nursing.
2. Current Wisconsin State License as a Registered Nurse; two (2) years of nursing experience in a clinic, hospital or employee health setting.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**