

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Dispensary Nurse (Registered Nurse or LPN)

DEPARTMENT: Quil Ceda Creek Counseling Company

JOB DESCRIPTION: Nurses will be required to administer medications as ordered by medical providers and maintain accurate accounting of all medication received and dispensed. Nurses will be responsible for safekeeping of all medication stock and the records required by the DEA, FDA, and Board of Pharmacy. Must maintain professional standards and follow the treatment policies of the organization as well as Federal and State laws and regulations.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: Medical Director

EMPLOYEE SUPERVISES: none

EDUCATION:

- High School Diploma or equivalent.
- Licensed Practical Nurse degree and certification or Registered Nurse degree and certification

SKILLS:

- Work effectively in a culturally diverse environment.
- Effective communication; written, verbal, and interpersonal skills, including conflict resolution.
- Basic computer and software experience using MS Office Products.
- Provide accurate and responsive patient in-take, provider support, and case management.
- Maintain confidentiality and communicate with tact and discretion.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.
- Learn, interpret, and apply health information, tribal policies, and other written information.
- Continually learn and utilize a variety of information systems and software.

- Knowledge of current medical practices in primary care, and/or addiction medicine.
- Good personal and ethical boundaries. Empathy health and good communication skills.
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2).

EXPERIENCE:

- Minimum of three (3) years' experience of professional work as an LPN *preferred*.
- *Experience dispensing Methadone preferred.*

OTHER REQUIREMENTS:

- Must be an LPN or RN in good standing with the State of Washington
- Previous substance abuse treatment and/or primary care experience strongly *preferred*
- Knowledge of Tulalip, Federal, and State laws and regulations health records maintenance and management.
- Knowledge of Principles and best practices of health records management including electronic health records information systems.
- Working knowledge of MS Office Word, Excel, Outlook, and PowerPoint.
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PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary.
- Must provide proof of COVID vaccination.
- Employment is contingent upon successful completion of a pre-employment background check.
- Valid and unrestricted Washington State Driver's License.
- HIPAA training upon hire.
- This person must sign an oath of permanent confidentiality covering all patient related information.

SPECIFIC JOB PERFORMED:

- Administer Methadone or Buprenorphine/Naloxone or Mono Buprenorphine (Suboxone/Subutex) as ordered by the Medical Director and staff providers to maintain accurate accounting of all medication received (from supplier) and dispensed (to the patient).
- Responsible for the safekeeping of all medication stock and the records required by the DEA, State Board of Pharmacy, and clinic.
- The Nurse conducts breath alcohol testing and urine collection and processing, reading test results as needed; ensures accurate completion of all forms involved in these procedures.

- Assessment of patients' physical condition; reporting observations to providers either verbally or in writing.
- Alert's treatment staff of any observed changes in patients' status.
- Enters and updates prescriptions and medications in the medical record.
- Accurately chart patient encounters and incidents in a timely manner.
- Records all inter-agency communications relating to the patient in a timely manner.
- Explains the proper use of dispensed medication and its effects to clients.
- Maintains current statistical records.
- Other duties as assigned by the Medical Director.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.