

Employment Opportunity

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



Quil Ceda Village
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JOB TITLE: Dispensary Nurse Manager

DEPARTMENT: Quil Ceda Creek Counseling Company (QCCCC)

JOB DESCRIPTION: The Dispensary Nurse Manager maintains accurate accounting of all medication received and dispensed. The Dispensary Nurse Manager is 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 Quil Ceda Creek Counseling Company 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 360-716-5047.

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

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: QCCCC Administrator/Sponsor

EMPLOYEE SUPERVISES: Dispensary Nurses (LPN)

EDUCATION:

- Must be a Licensed Registered Nurse in good standing with the State of Washington.

SKILLS:

- Knowledge of the current medical practices in primary care, mental health, and addiction medicine.
 - Management of sexually acquired illnesses, Hep C, family planning and familiarity with prenatal care beneficial.
 - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
 - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
 - Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally.
 - Knowledge of HIPAA and PHI requirements.
 - Knowledge of common office and administrative procedures.
 - Skills in the operation of a personal computer and standard office programs and equipment.
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EXPERIENCE:

- Five (5) years' experience of professional work as a Nursing Supervisor is required.

OTHER REQUIREMENTS:

- Valid and unrestricted Washington State Driver's License.
- 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.
- HIPAA training upon hire.
- Employment is contingent upon successful completion of a pre-employment background check.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to work in a cross-culture environment and understands the social and cultural context of the patients at the QCCCC, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
- Ability to prioritize multiple tasks with frequent interruptions.
- Ability to provide excellent customer service.
- Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.

SPECIFIC JOB PERFORMED:

- Responsible for the dispensary nurses' administration of Methadone or Buprenorphine/Naloxone or Mono Buprenorphine (Suboxone/Subutex) as ordered by the Medical Director and staff providers.
- Responsible for the safekeeping of all medication stock and the records required by the DEA, State Board of Pharmacy, and clinic.
- Supervises the administering of breath alcohol testing, reading test results as needed; ensures accurate completion of all forms involved in these procedures.
- Conducts assessment of patients' physical condition, reporting observations to providers either verbally or in writing.
- In collaboration with staff providers, coordinates the outpatient detoxification and treatment services to persons addicted to opiates.
- Records all inter-agency communications relating to the patient in a timely manner.
- Maintains current statistical records.
- Coordinates the process of providing courtesy dosing with other agencies; communicates care provisions with all departments.
- Implements and maintains the priority dosing schedule for all assigned clients.
- Tracks and maintains the client's list of carry privileges; updates assigned counselors when changes occur.
- Creates and maintains all administrative requirements for the internal dispensary.
- Trains, mentors, and assists the dispensary nursing staff in their professional development.
- Maintains schedules for dispensary nurses, ensuring adequate coverage is provided during all hours of operation.
- Supervises dispensary staff and assures survey compliance daily. Provides guidance and support to staff to better plan workflow.

- Oversees the inventory and tracking of methadone and buprenorphine for the Outpatient Treatment Program (OTP), as well as supplies required for the dispensary.
- Assists with the development and implementation of nursing policies and procedures.
- Performs other duties as assigned.

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.