



Cow Creek Government Office

Nurse Manager

Job Code: 2335
Department: CCH&WC
Location: Roseburg, Oregon
Minimum Hourly: \$35.25

POSITION PURPOSE:

The Nurse Manager will assist the medical providers in caring for patients and supervise the clinical staff, front, and back office. Ensure that healthcare services take place in an efficient, professional environment. Contribute to accomplishment of the Tribe's holistic health and wellness objectives for patients and families.

ESSENTIAL FUNCTIONS:

- Provides direct supervision to Registered Nurses and Medical Assistants to include but not limited to; planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback, and evaluating performance. Perform back up duties to the position supervised as necessary.
- Coordinate the Clinic's Phone Triage program and triage medically related phone calls.
- Work closely with Clinic Director and Medical Director to assure clinical care flow is cohesive and nursing functions are within the scope of the clinics policies and procedures.
- Provide oversight and assist the Medical Director with Clinical Laboratory Improvement Amendments (CLIA) waived lab tests and Laboratory Quality Control (Q.C.)
- Plan, organize, direct, and evaluate the delivery of clinical nursing care in a cost-effective manner.
- As part of leadership team, integrate sound nursing principles into the CCH&WC Strategic Plan including assuring the Tribe's mission, vision, values, and goals of the organization are met.
- Track each nursing staff's training needs and incorporate into the Learning Management System (LMS) all nursing trainings and required/requested learning opportunities including staff continuing education needs.

- Utilize the EHR for documentation of medical information and coordination of care. Record observations, assessments, nursing interventions and therapeutic measures administered in EHR.
- Promote continuity of care through relevant health counseling, delivery of medical information per PCP direction, referrals for follow-up care, arranging for appointments and collaborating with other agencies involved in the health care of patients. Teach individuals, groups and families about self-care such as treatments, medications, nutrition and preventive health testing by up-to-date evidence-based findings and educational handouts.
- Maintain Vaccines for Children (VFC) and Alert Immunization programs; maintain, store and order immunizations. Report monthly to Oregon Public Health Division.
- In partnership with designated staff, utilize existing electronic health record resources to maintain a system for identifying patients with chronic medical conditions such as diabetes and hypertension in alignment with the Indian Managed Care Entity.
- Maintain a system to assure that patients are accessing and receiving age and gender appropriate preventative health care screenings, procedures, and assessments.
- Improve access and referrals to health promotion and disease prevention programs within the Tribal and greater community.
- Complete preauthorization for Purchase and Referred Care and health insurance as necessary.
- Participate as a member of the CIT CHC Safety Committee and Quality Improvement Committee.
- Create Nursing Department specific onboarding to assist CCH&WC Leadership Team and Human Resources in a robust onboarding for all newly hired nursing staff.
- Develop and train nursing staff to clinic Standard Operating Procedures (SOPs).
- Assist Quality Improvement Coordinator (QIC) with developing accreditation policies and procedures specific to nursing functions. Active participant in Quality Improvement activities and responsible for all nursing elements in this process including audits, surveys, and delegation of QI duties. Comply with all established HIPAA protocols.
- Apply time management and patient care coordination skills to effectively provide nursing and health care services.
- Provide each new staff with a 6-month evaluation and post-orientation staff with an Annual Evaluation per HR policy.
- Utilize Electronic Health Record (EHR) medical records system, in a competent manner, and provide team support for efficient functionality.
- Perform other duties as assigned.

QUALIFICATIONS:

- COVID vaccine required.
- Candidate must have a Bachelor's in Nursing (BSN) from an accredited school of nursing.
- Current and unencumbered Oregon State Licensure as a Registered Nurse (RN).
- Candidate must have at least five years of clinical nursing experience and two years of clinic leadership experience. Experience working with Tribes and/or Indian Health Service is preferred.

- Demonstrated skills in interpersonal relationships, verbal and written communication, management, and nursing practice standards.
- Skills in all aspects of computer applications in health care including basic computer use and effective use of electronic medical records.
- Valid Oregon driver's license in good standing.
- Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- Knowledge of professional nursing standards, theories, abilities, procedures and techniques used in acute and chronic disease care and education.
- Candidate must have the ability to maintain strict confidentiality in accordance with HIPAA and Privacy Act regulations.
- Proven ability to read, understand and apply program rules and regulations for State, Federal and Tribal assistance programs.