



Ways to apply: Online at Indeed or ZipRecruiter, or by emailing an application to UKB Federal Corporation Human Resources department at corporatehr@ukb-nsn.gov

JOB DESCRIPTION

Job Title: Medication Nurse/LPN
Organizational Unit: Keetoowah Cherokee Treatment Services
Supervisor: Office Manager
FLSA: Full-Time/Exempt
SALARY: \$30 Per hour/BOE

JOB SUMMARY:

The Medication Nurse/LPN will be responsible for administering the proper dose of methadone to each patient as prescribed by the Medical Director or Clinic Physician. He or she ensures medication accountability. The Medication Nurse assists in the screening of patients and keeps in close contact with counselors regarding patients' progress. The Medication Nurse/LPN will perform duties within the scope of their license or certification which are an addendum to this job description.

JOB DUTIES:

- Participate in all trainings as required by federal, state, local and accrediting agencies.
- Administer methadone as prescribed by the Medical Director or Program Physician
- Perform evaluation and assessment of new and current patients to determine appropriateness for treatment or need for modifications to their treatment.
- Observe and assess patients after the initial dose is administered.
- Follow all physician orders.
- Assess patients' appropriateness for dosing.
- Collection of urine specimens, filing of contract urines (quantity specified per state/clinic regulations), record urine results in patients' chart.
- Responsible for maintenance of all medical supply inventories as needed.
- Receive medication shipments in accordance with DEA and company procedures.
- Achieve certification as a phlebotomist, if specified per state regulations.
- Responsible for coordinating and preparing courtesy and vacation dose medication packages.
- Participate in training new nurses.
- Ensure implementation of quality health standards..
- Maintain accurate patient dosing records as well as daily reconciliation and accountability of medication inventory as dispensed from total stock on hand.

- Report and document all medication discrepancies and incidents promptly to the Nursing Supervisor and Program Director.
- Plan and implement changes necessary for improved functioning of the treatment center.
- Attend and function as an active participant in weekly treatment team meetings, as well as outside seminars and training.
- Maintain active communication (weekly) with other team members in the nursing department as to relevant program/patient changes.
- Maintain and help with a chart monitoring system to track physicals and lab work.
- Hold a basic understanding of drug/alcohol abuse and addiction and keep updated on current drug abuse and treatment information - specifically current trends in Opioid Maintenance Treatment.
- Participate in and/or helps perform, schedule, or attend monthly treatment center in-service training.
- Ensure treatment center meets all accreditation standards related to Medical, Health, and Safety issues; and other areas as assigned.
- Meet BHG attendance standards and be present and ready for work at the beginning of their established work schedule.
- Report any work-related injury or illness, or workplace hazards or security issues immediately to supervisor.
- Other duties as assigned by supervisor.

QUALIFICATIONS FOR CONSIDERATION:

- Licensed as a LPN/LVN or RN in the state
- CPR certified.
- Experience and understanding of chemical addiction is preferable.
- High integrity
- Excellent verbal and written communication skills
- Sound judgment
- Self-starter
- Strong interpersonal skills
- Accurate data entry skills with knowledge of basic computing,
- Ability to work independently and under pressure handling multiple tasks simultaneously,
- Must be able to react quickly,
- Working knowledge of dosing equipment, centrifuge, monitoring equipment for physical assessment, test strips, breathalyzers and other medical equipment as needed.
- Demonstrate basic knowledge and skill in the use of standard office equipment.
- Must possess a valid Oklahoma Driver's license and a clear background check.

NOTE:

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period.

Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at anytime with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as “employment -at- will.”

UKB and Tribal preference applies.
Job description is subject to change.

EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:

Employee’s Signature

Date

Supervisor’s Signature

Date