



- Maintain current statistical records
- Communication with multi-disciplinary teams to facilitate patient care.
- Consistently follow workflows/protocols as set by JHC and the DEA
- Adhere to all JHC policies and procedures, including but not limited to standards for safety, and work practices as described in the Occupational Exposure Control Plan and HIPAA
- Other duties as assigned

## Requirements

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- Graduation from an accredited school of nursing; current LPN license in the state of Washington; unrestricted license to practice within the state of Washington
- Three years of experience in a clinic setting
- Previous substance abuse treatment and/or primary care experience
- Knowledge of the current medical practices in primary care, mental health, and addiction medicine
- Knowledge of substance use disorders and their effects on individuals, families, and communities
- Experience using Electronic Health Records (EHRs)
- Exceptional personal and ethical boundaries, empathy, and effective communications skills
- Ability to work in a cross-culture environment, understands the social and cultural context of the patients at the JHC. Understands the role of trauma, historical, community, family, and personal experience in wellness and recovery
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally
- Effective communication; written, verbal, and interpersonal skills, including conflict resolution
- Computer proficiency in Microsoft Suite
- Must be able to successfully pass a criminal background investigation
- Uphold all current vaccine requirements for employment
- Ability to travel locally and regionally as assigned
- Valid Washington State Driver's License

## Preferred Qualifications

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- CPR/First Aid Certification (if not currently a certification holder, will complete employer provided training upon hire)
- Knowledge of Local, State, and Federal Laws and Regulations
- Knowledge of office administrative operations, including personnel management, and compliance
- Excellent organization skills and the ability to prioritize multiple tasks
- Effective time management, decision-making, and problem-solving skills
- Demonstrate initiative, work independently with little supervision
- American Indian/Alaska Native preferences apply

## Physical Requirements/Working Conditions

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- Must be available to work any shift (to include all hours, weekends, and/or holidays as job duties require)
- Must be able to lift, push and carry up to 25 lbs. unassisted
- Physical ability to access all areas of the property applicable to your position
- Must be able to withstand prolonged standing, sitting, walking, bending, climbing, squatting and twisting without restriction
- Requires eye/hand coordination and manual dexterity; ability to distinguish letters, numbers and symbols
- Must have the ability to reach at or below/above shoulder level on a continuous basis
- Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, proper mental attitude while dealing effectively with patients, management, team members, and outside contacts while working under pressure and meeting deadlines

## Acknowledgement

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The purpose of this position description is to communicate the responsibilities and duties associated with this position. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specially addressed.

Every employee is expected to perform any reasonable task or request that is consistent with fulfilling company objectives. Jamestown S'Klallam Tribe reserves the right to modify the job duties and responsibilities as business requires. This job description does not constitute a written or implied contract of employment.

It is imperative that you review these duties, skills, and physical requirements closely and that you understand that by signing the Job Description Acknowledgement below, you are verifying that you can perform all duties, have the skills and possess the physical abilities that are necessary to perform the job as described.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_