

## **REGISTERED NURSES/PHLEBOTOMIST**

### **Job Description**

#### **Summary:**

The MOWA Band of Choctaw Indians is seeking registered nurses/phlebotomists who may be interested in working alternate Saturdays and Sundays from 9:00 to 3:30. This is a temporary position based on funding but could lead to a full-time position depending on funding.

#### **Skills and Abilities**

- Ability to assess a medical situation and provide immediate assistance as appropriate.
- Ability to work as a team to provide a safe, effective, and efficient care environment for patients and families.
- Ability to maintain confidentiality of information.
- Have a caring and compassionate nature.
- Sound work record in previous related positions.

#### **Essential Duties and Responsibilities:**

- Check patients' vital signs.
- Provide follow-up via phone calls, home visits for each patient.
- Maintain accurate and detailed records on each patient.
- Collect data and complete required reports.
- Follow medication administration and storage procedures and regulations.
- Monitor and co-ordinate maintenance of equipment operation and inventory.
- Check and maintain nursing supplies inventory.
- Educate and instruct patients on home care needs.
- Perform blood draws and venipuncture procedures on patients.
- Collect and label specimens accurately.
- Ensure proper patient identification and maintain patient confidentiality.
- Follow established protocols and safety guidelines for specimen collection.
- Maintain cleanliness and organization of phlebotomy equipment and work area.

#### **Qualifications:**

- Degree or diploma from an approved nursing program
- Current licensure by a state nursing board
- Three or more years nursing/phlebotomist experience

#### **Job Location:**

MOWA Choctaw Tribal Office located at 1080 Red Fox Road, Mt. Vernon, AL

Please email resume to: [Maggie.Rivers@mowachoctawindians.com](mailto:Maggie.Rivers@mowachoctawindians.com). Deadline to apply is April 29, 2024.