

**COOK INLET TRIBAL COUNCIL, INC.**  
**JOB DESCRIPTION**

Job Title: Nurse - Detox  
Department: Recovery Services (RS) at the Ernie Turner Center (ETC)  
Reports to: Nurse Administrator  
Supervises: None  
FLSA Status: Full-time Regular, Non-Exempt  
Wage: DOE  
Effective Date of Hire: \_\_\_\_\_ End Date: \_\_\_\_\_

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**General Functions:**

The Detox Nurse is a vital team member of the Detox and Emergency Care component of the System of Care. The Nurse is under the supervision of the Nurse Administrator and is responsible for ensuring the safety and medical wellbeing of patients as they go through the detoxification process; including on-site health functions and off-site medical referrals.

**Duties and Responsibilities, including but not limited to:**

- Assesses participants; collect and document participant's current health status and medical history.
- Conducts health screening and monitoring of detox patients.
- Monitors patient condition, notes changes in status, utilizes judgment and takes appropriate action.
- Refers to off-site medical, dental and optometry services as needed.
- Follow up on medical referrals.
- Handles medication management; trains staff on medication dispensing.
- Ensures Universal Precautions of the unit; trains staff.
- Facilitates Health Education groups including General Health Education, Medication/Drug Interactions, Co-morbidity, smoking cessation.
- Transports patients to health appointments, as needed.
- Facilitates HIV/AIDS Education and referral for testing and counseling.
- Maintain a clean, neat, and safe environment for patient and staff according to policy and procedure.
- Maintain participant clinical files; keep charts updated; document appropriately.
- Ensures patient confidentiality in compliance with 42CFR, Part 2.
- Performs all other related duties as assigned.

Participant Relations:

- Maintain a respectful relationship with patients, former patients and family members.

Internal Relations:

- Maintain confidentiality at all times while displaying a professional disposition towards fellow staff.

- Maintain a positive working relationship with CITC staff and consumers alike.
- Participate in scheduled internal/external meetings/training as requested.
- Bring policy/personnel issues to supervisor as they arise.

**Job Responsibilities Related to Patient Privacy:**

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC’s privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as health care provider. Failure to comply with CITC’s policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other CITC operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC’s policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

**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.

**Job Specifications:**

- Demonstrated knowledge of alcohol and other drugs that includes:
  - Alcohol and addictive drugs and their physical, emotional, intellectual, and spiritual impact on the individual.
  - Alcohol and addictive drugs and their impact on the family.
  - Alcohol and addictive drugs and their impact on Alaska Native and American Indian culture.
  - The history of alcohol and drug introduction, use, abuse, and addiction in Alaska Native and American Indian culture, and subsequent loss of cultural identity.

- The stages of alcohol and other drug withdrawal and ability to take appropriate action at each stage.
- Demonstrated skills and knowledge to provide care for patients according to policy and procedure.
- Demonstrated ability to determine if a medical emergency exists and to take appropriate action, when necessary.
- Demonstrated knowledge of emergency procedures used in case of alcohol and/or drug overdose.
- Demonstrated knowledge of Federal, State and Municipal laws and/or regulations that regulate the treatment of alcoholism and drug addiction, including:
  - Confidentiality
  - Patient Rights
  - Professional Code of Ethics
  - Non-Discrimination
- Demonstrated knowledge of cultural and spiritual values and how they relate to disease, recovery and wellness in Alaska Native and American Indian men and women.
- Strong knowledge of airborne and blood borne pathogens (TB, HIV, AIDS, HB) and risk reduction methodologies and the use of universal precautions.
- Demonstrated ability to coordinate and manage multiple tasks with attention to detail.
- Demonstrated ability to evaluate medical needs of the patient and work with a multi-disciplinary team to assist in facets of the recovery program relating to physical health.
- Strong knowledge of community health resources that support life improvement in physical, emotional, mental, and spiritual health, economic security, employment, positive social and family interdependence and positive cultural identity including:
- Strong knowledge of referral procedures and admittance criteria for health care and community providers.
- Demonstrated ability to network with and collaborate with health care and other social and cultural agencies that can provide services to the patients and families.
- Demonstrated ability to communicate on a case management level with other service providers.
- Demonstrated knowledge and competency in problem solving, stress management, ethics and team building.
- Attention to detail and organization a must.
- Demonstrated ability to adhere to Confidentiality requirements as outlined in 42 CFR, Part 2.
- Strong Computer skills with experience in a Windows environment.
- Flexibility to adapt to schedule changes and assumption of responsibilities not delineated in the job description which are related to work as a member of an addiction treatment team.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to prioritize work and work related responsibilities.

**Qualifications:**

- Current Alaska Licensed Registered or Licensed Practical Nurse in good standing
- Detox Nurse preferred.
- Frequent physical activity including walking, standing, sitting, lifting and supporting patients.
- Current five years of no felonies or substance abuse convictions.
- Previous experience delivering Health Education classes.
- Required to have current TB immunization and/or verification incumbent is a “reactor.”
- Voluntary immunization for HEP A&B will be offered/provided.
- Basic Life Support (BLS) current or within 30 days of hire
- Valid Alaska Drivers license and insurable under CITC’s automotive insurance.
- Must have one year of continuous sobriety prior to hire if a recovering alcoholic or drug addict and participate in a self-help program.
- Experience working with Alaska Native people, knowledge of their values and belief systems and ability to provide culturally competent services.
- Continued employment status will be contingent upon receipt of a satisfactory state and federal criminal background check.

**Hiring Preference:**

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self-Determination Act.

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

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Date