



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**VACANCY ANNOUNCEMENT  
\*\*READVERTISEMENT\*\***

**POSTING NO:** 005-19

**OPENING DATE:** 01/07/2019

**CLOSING DATE:** 02/26/2019

**POSTED:** IN & OUT

**POSITION:** Registered Nurse  
**PAY GRADE:** NE14 (\$27.22/ph to \$31.99ph)  
**FLSA STATUS:** Non Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** (638 Contract)  
**DEPARTMENT:** Health-Medical Clinic  
**REPORTS TO:** Nurse Manager  
**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:** Assists health care providers in delivering and coordinating patient care. Provides patient triage, therapeutic interventions, and recognizes emergent situations and initiates proper procedures.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Triages patients and takes and records vital signs, symptoms, presentation and history; determines priorities and actions required.
- Collects blood (by venipuncture or finger stick), and other specimens as requested by provider and with adherence to established policies, procedures and precautions.
- Administers immunizations; maintains and updates immunization records in patient charts and NMSIIS and monitors immunization expiration dates.
- Provides therapeutic interventions as prescribed, such as peripheral intravenous medication administration and inhalation treatments, according to policy, procedures, and standing orders.
- Assists provider with medical procedures.
- Operates and maintains medical equipment, such as EKG, defibrillator, fetal monitor, pulse oximeter, crash cart, etc.
- Monitors patient flow and takes steps to ensure efficiency.
- Records information in patient records including assessment, history, monitoring and education.

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- Provides patient education including: etiology, laboratory results, diagnostic results, medications, and treatments; assists the patient in complying with medical regimen.
- Performs wound care including sutures and staple removal as needed.
- Performs venipuncture and lab procedures and notes results of laboratory tests.
- Provides telephone triage; answers patient's questions, assists in prescription refills and general education questions.
- Provides work direction to medical assistants; provides training and gives feedback; assigns, reviews, and delegates work and job responsibilities.
  
- Maintains and audits pharmaceuticals; assists with ordering needed medical supplies and equipment; stocks storage and patient rooms as needed.
- **Maintains required vaccine storage temperatures.**
- Participates in training and initiating of Electronic Health Record conversion.
- Participates in accreditation and other quality review and improvement activities.
- Refers patients to community health programs and resources as appropriate.
- Participates actively in collaborating care of clients among other supporting disciplines and the medical team.
- Substitutes for lab technician and phlebotomy as needed.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

***(Submit proof of education by attaching your High School Diploma, GED; and official or unofficial college transcripts, if applicable, with your application along with your NM Registered Nurse Licensure. Failure to submit required documents will result in an incomplete application and will not be processed.)***

- Associate Degree in Nursing.
- New Mexico License as a Registered Nurse.
- Two years' work experience, prefer in a health clinic or community program.
- CPR Certification.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of medical terminology.
- Knowledge of nursing techniques and practices.
- Knowledge of OSHA guidelines for blood borne pathogens.

- Knowledge of patient positioning and procedures for various examinations.
- Knowledge of commonly used drugs and pharmacology terminology.
- Knowledge of office functions, procedures, and policies.
- Knowledge of sterilization procedures.
- Skill in operating various word-processing and database software programs.
- Skill in operating autoclave device.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to obtain accurate vital signs.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Stand or walk for up to 8 hours per day.
- Talk, hear, sit; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25lbs and frequently assisting patients to transfer and/or ambulate.

**WORK ENVIRONMENT**

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.