



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 161-19

OPENING DATE: 08/29/2019

CLOSING DATE: 09/12/2019

POSTED: IN/OUT

POSITION: Nurse Educator
PAY GRADE: E10 (\$29.17/hr - \$42.30/hr)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health - Diabetes
REPORTS TO: Diabetes Program Manager
BACKGROUND LEVEL: Child Care

JOB PURPOSE: Performs professional nursing, consultation, and educational services for persons with diabetes, and provides community health education.

JOB DUTIES:

- Educates clients to recognize warning signs, symptoms, and complications of diabetes.
- Develops curriculum on health, including research and production; acts as a health care consultant by providing information on the management of diabetes.
- Advises clients on the proper use of diabetic supplies, equipment, and readings.
- Assesses home care needs and conducts client health assessments.
- Makes home visits and monitors health status.
- Provides basic foot care in home and clinic settings.
- Develops, conducts and participates in health education activities, workshops or programs which promote healthy lifestyles for the general community or targeted groups.
- Performs health screening activities at health fairs, schools, and other community facilities.
- Facilitates Case Management Team with physicians.
- Oversees the patients care bringing any issues to the physicians attention.
- Provides referrals to other community services as needed.
- Facilitates Isleta Diabetes Support Group.
- Maintains confidential records and files and performs yearly audit.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- Bachelor's Degree in Nursing.
- Licensed Registered Nurse (RN).
- Two years' work experience in diabetes prevention or health education programs.
- CPR Certification.
- Certified Diabetes Educator (CDE) or ability to obtain certification within one year of employment.
- Tiwa speaking preferred.
- 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.
- Must provide written copy of immunization record prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of principles and practices of health care, patient assessments, and health education services.
- Knowledge in providing diabetic patient foot care or ability to obtain training within one year of employment.
- Knowledge of diabetes and other diseases and their education and prevention.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to respect cultural and traditional Native American beliefs.
- 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:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is generally performed in an indoor setting with a moderate noise level.
- Exposure to unpleasant odors, bodily fluids, 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.