



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

POSTING NO: 129-20

OPENING DATE: 08/05/2020

CLOSING DATE: Open Until Filled

POSITION: Public Health & Safety Supervisor

POSTED: IN/OUT

PAY GRADE: E7 (\$24.11/hr. - \$34.96/hr.)

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: Grant Funded

DEPARTMENT: Health Services

REPORTS TO: Director of Health Services

BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Achieves the protection and promotion of public health safety to the Pueblo of Isleta members and community by planning, directing, monitoring and evaluating the daily operation of the COVID-19 response team. Provides supervision to COVID-19 Test Collector, Contract Tracer, and Medical Assistant. Actively participates in the public health initiatives of the Health Services department.

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:

- Supports the implementation of the Pueblo of Isleta Communicable Disease Code, Title 40.
- Assists in the development and implementation of public health policies and protocols.
- Oversees case investigation of health safety concerns and participates in risk assessment and determination of appropriate disease control and contamination measures.
- Implements isolation and quarantine protocols under the direction of the Public Health Officer.
- Oversees testing and surveillance plan in response to COVID-19.
- Participates in providing community health education.
- Performs training on COVID-19 safe practices within the work environment and community.
- Oversees and monitors social distancing, use of face coverings, symptom monitoring, and disinfecting protocols.
- Manages PPE supply and distribution to the health services department, POI employees, community, and schools; provides PPE education and protocols.

- Receives reports of notifiable disease and other conditions of public health importance and assigns case investigation.
- Shares information as authorized by Public Health Officer and participates in reporting to public health authorities including health services department, New Mexico Department of Health and/or Indian Health Service, any information concerning a reportable disease or condition.
- Builds and maintains collaborative relationships with internal and external agencies and community services.
- Communicates with physicians and develops working relationships.
- Attends and facilitates COVID-19 team meetings; share information on complex COVID-19 cases.
- Provides assurance that case records contain pertinent, accurate and current information; documents all contact made with each COVID-19 case.
- Participates in the public health initiatives of the Health Services department, including case management and coordination of services.
- Serves as the representative to the POI Emergency Response and Disaster planning team.
- Maintains standards of practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Environmental Health, Biology or closely related health field.
- One year work experience in environmental health.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- CPR certified.
- Must be able to pass TB screen.
- Must provide written copy of immunization record prior to employment.
- Must be able to pass background check, with NO prior convictions/felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge and understanding of Isleta Pueblo culture, tradition and values.
- Knowledge of current principles, methods and procedures for the delivery of nursing procedures and quality of care.
- Knowledge of patient care charts and patient histories.
- Knowledge of community health resources and agencies.
- Skill in operating various word-processing and database software programs. Ability to plan, implement and evaluate individual patient care programs.
- Ability to maintain confidentiality.

- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with persons of varying social and cultural backgrounds.
- Ability to make solid decisions and exercise independent judgement.
- Ability to work flexible hours, including weekends.

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