



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

**\*\*RE-ADVERTISEMENT\*\***

**POSTING NO: 100-20**

**OPENING DATE: 04/05/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Registered Nurse  
**PAY GRADE:** NE12 (\$31.12/hr.-\$42.02/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Part-Time (3-Days)  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Center  
**REPORTS TO:** Nurse Manager  
**BACKGROUND LEVEL:** Child/Elder

**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:**

- Triage 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.
- 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:**

- 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 provide written copy of immunization record prior to employment.
- 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.