



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

POSTING NO: 162-21

OPENING DATE: 09/24/2021

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Community Health Nurse
PAY GRADE: E8 (\$26.52/hr. - \$38.46/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant
DEPARTMENT: Health Services
REPORTS TO: Director, Public Health Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides nursing and education services to prevent, treat, manage and rehabilitate individuals, families and groups in the community, homes and schools.

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:

- Assesses community health needs and develops and evaluates plans to meet those needs.
- Provides skilled nursing services in the homes to individuals and families, including measures designed to prevent complications and minimize disabilities.
- Makes home visits to assess health status and evaluate environmental and support conditions.
- Draws blood or takes other samples for laboratory analysis in the home or clinic.
- Administers vaccine, insulin or medication in the home or clinic as needed.
- Provides medication management and education to clients.
- Teaches individuals and families positive health behaviors and appropriate measures to address common health problems, including recognition of the need for medical diagnosis and care.
- Provides training and education to caregivers relating to client care needs.
- Teaches school and senior center staff and students/participants about health issues.
- Maintains, reviews, monitors and updates immunization records and reports.

- Performs case management duties including: hospital discharge follow-ups, assistance in obtaining medical equipment, and eligibility for financial or additional resources.
- Participates in community health initiatives and activities, including immunization clinics.
- Participates in accreditation and other quality review and improvement activities; performs safety evaluations as needed.
- Maintains records of activities and prepares reports as necessary.
- Keeps patient records and registries updated and accurate; prints, files and faxes as needed.
- Advocates for patient needs as appropriate.
- Provides prenatal and postpartum visits.
- Provides wound care and dressing changes.
- Provides guidance to ancillary personnel; performs clinic nurse duties as needed and may perform limited school nurse duties.
- Inspects and maintains vehicle and medical equipment.
- Attends staff meetings as required.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Nursing.
- New Mexico Licensed Registered Nurse.
- Three years' work experience in a health clinic or community program.
- CPR and Basic Life Support (BLS) Certifications.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- 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 of community health assessment, including tools and techniques.
- Knowledge of immunization schedules, laboratory values and pharmaceuticals.
- 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 current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- Knowledge of community health resources and agencies.
- Knowledge of Resource Patient Management System (RPMS) software preferred.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of commonly used drugs and pharmacology terminology.
- Skill in operating various word-processing and database software programs.

- 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 50lbs 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.