



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

**POSTING NO: 180-21**

**OPENING DATE: 11/17/2021**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Registered Nurse (2)  
**PAY GRADE:** NE12 (\$31.12/hr. - \$42.02/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** 1-Full Time  
1-Full Time (32 hrs.-4 Days)  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**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:**

- Triages patients and takes and records vital signs, symptoms, presentation and history; determines priorities and actions required.
- Substitutes for lab technician, collects blood (by venipuncture or finger stick), and other specimens as requested by provider, documenting results as indicated and with adherence to established policies, procedures and precautions.
- Administers adult and pediatric immunizations; maintains and updates immunization records in patient charts and NMSIS 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, 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.
- 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.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associate or Bachelor Degree in Nursing.
- New Mexico License as a Registered Nurse.
- Two years' work experience as a Registered Nurse, preferably in an outpatient ambulatory health clinic, urgent care.
- CPR Certification.
- ACLS/PALS preferred.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- 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 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.