



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 049-22

OPENING DATE: 03/29/2022

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-20 hours per week
FUNDING SOURCE: POI Funded
DEPARTMENT: Assisted Living Facility
REPORTS TO: Assisted Living Administrator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Function as a steward for the health and wellbeing of the Assisted Living Facility residents by supporting coordinated care and implementing associated tasks at the Assisted Living Facility.

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:

- Takes the lead in coordinating ongoing care for the residents by communicating with all Health Care Providers, residents and/or designated resident family representative.
- Conducts and/or reviews vital signs, weight, symptoms, and medical history to determine priorities and required actions.
- Collects specimens as requested by provider and with adherence to established policies, procedures and precautions, urine, stool, blood, etc.
- Collects nasal, NP, and Pharyngeal swabs for COVID-19 and other viral testing.
- Administers immunizations; maintains and updates immunization records in patient charts and NMSIIS and monitors immunization expiration dates. Coordinates annual flu vaccinations for residents.
- Provides therapeutic interventions as prescribed according to policy, procedures, and standing orders.
- Operates and maintains medical equipment, such as defibrillator, pressure and pulse oximeter monitor.

- Records information in patient records including assessment, history, monitoring and education.
- Provides patient and caregiver direction including: cause, laboratory results, diagnostic results, medications, and treatments; ensures the patient is in compliance with medical regimen.
- Performs wound care (e.g. traumatic/fall injuries, pressure sores, etc.) including sutures and staple removal as needed.
- Provides telephone triage; answers ALF staff, resident and/or family member questions; and offers general education.
- Provides medical work related direction to Certified Nurse Aides and Caregivers; provides training and gives feedback; assigns, reviews, and delegates medically related job duties.
- Maintains and audits pharmaceuticals; assists with ordering prescription refills.
- Recommends the purchase of specific medical supplies and equipment as required.
- **Monitors and maintains required vaccine and/or medicine storage temperatures.**
- Ensures that all medicines are properly administered and ordered for refill in a timely manner.
- Review medication records and reporting in accordance with ALF – Licensure requirements.
- Participates in accreditation and other quality review and improvement activities.
- Refers residents to community health programs and external resources as appropriate, and documents resident communications form.
- Maintains confidential information in Health Records.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Current New Mexico License as a Registered Nurse.
- One or more years' work experience, preferably in a health clinic or community program.
- CPR Certification.
- Current 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.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to obtain accurate weight and 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 performed in an interior and exterior environment; generally in a setting with a low to 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.
- Possible COVID-19, biologics, and chemical exposure.
- Prolong standing.

PREFERENCE:

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