



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

POSTING NO: 073-22

OPENING DATE: 04/28/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Health & Safety Officer
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: CEO, Health Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides health and safety leadership in support of the Safety Program at the Isleta Health Center (IHC). Responsible for overall coordination and implementation of IHC Safety and Infection Control Program to assure compliance with regulations, client/patient requirements, and IHC policies and procedures. Responsible for the supervision of facility, maintenance, and security staff.

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:

- Responsible for the supervision of facility maintenance, custodial services, infection control nurse, and security staff.
- Leads, implements, and evaluates the IHC Safety and Infection Control Programs to ensure compliance with regulations and IHC policies and procedures.
- Serves as the chair of the Safety Committee at the Isleta Health Center, co-chair of the Infection Control Committee, and on other committees deemed necessary by the CEO of the Isleta Health Center.
- Manages Personal Protective Equipment (PPE) supply and distribution to the Health Services department, POI employees, community, and schools; provides PPE education and protocols.

- Works in partnership with the Director, Public Health Services/Tribal Health Officer to support the implementation of the Pueblo of Isleta Communicable Disease Code, Title 40.
- Creates and conducts training at all levels of the organization to promote optimum safety and environmental performance to meet required state and regulatory guidelines for ambulatory health centers.
- Promotes safety culture throughout the Isleta Health Center facility.
- Inspects work areas to verify consistency with safety, client, and regulatory requirements.
- Reviews incident reports to support or recommend areas of improvement in relation to environment of care.
- Reports incident data, safety metrics, and compiles weekly or monthly reports to CEO and Safety Committee at IHC.
- Builds and maintains collaborative relationships with internal and external agencies and community services.
- Serves as the Safety Officer to the POI Emergency Response and/or Incident Command 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:

- Supervision of infection control nurse, facility, maintenance, and security staff; provides coaching, counseling, training, and feedback; assigns, reviews, and delegates work and job responsibilities to designated staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Environmental Health, Occupational Safety, 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 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 health and safety management systems.
- Knowledge of risk assessments and identification of hazards.
- Knowledge of tribal health centers and maintaining safe environments.
- 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.