



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 053-24**

**OPENING DATE: 04/12/2024**

**CLOSING DATE: Open Until Filled**

**POSITION:** Registered Nurse/Care Coordinator

**POSTED: IN/OUT**

**PAY GRADE:** NE13 (\$44.29/hr.-\$59.80/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**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, measures and records vital signs recognizing abnormal readings, recommending nursing interventions, reassessment and notifying physician of abnormal vital signs.
- Performs nursing assessments including, but not limited to symptoms, presentation, history, nursing interventions and reassessments; using nursing scope of practice or nursing judgement to determine priorities and actions required.
- Cross-train to substitute for lab technician, Performs venipuncture or finger stick to collect blood specimens, and educates and instructs patients in collecting other specimens as requested by provider, documenting results as indicated and with adherence to established policies, procedures and precautions.

- Recommends, counsels, educates administer and documents immunizations based on adult and pediatric recommended immunization schedule;
- Maintains, updates and reconciles immunization records in patient charts and NMSIIS.
- Monitors immunization expiration dates rotating stock and maintaining inventory as needed.
- **Maintains required vaccine storage temperatures assuring temperature log monitoring and required documentation to NMSIIS.** Prepares, administers and documents annual influenza vaccine clinic for all Isleta Health Center staff. 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, chaperones during procedures as needed.
- Participates in Code Blue Team, recognizing and responding to emergencies within the Isleta Health Center.
- 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.
- Documents in patient electronic health record to include assessment, history, monitoring, education, screening measures.
- Provides patient education including: etiology, laboratory results, diagnostic results, medications, and treatments; assists the patient in complying with medical regimen.
- Assists providers with management of critical abnormal labs/imaging results.
- Performs wound care including sutures and staple removal as needed.
- Provides telephone triage and assessment, advising higher level of care based on acuity, acute or exacerbation of chronic disease illness signs and symptoms;
- Answers general education or patient's questions within nursing scope of practice,
- Assists in medication management, prescription refills coordinating prescriptions to internal pharmacy or external pharmacies with regard to patient insurance or non-formulary availability;
- Documents telephone encounters in the electronic medical records, escalating and notifying physician or provider as indicated.
- Works closely with the Primary Care Providers to provide coordination of care for patients with complex or chronic illnesses.
- Performs chart reviews, preparation and processing of paperwork to include FMLA, MVD, letters/medical statements from physician, pre-anesthesia or pre-surgical forms, and school/work physical exam forms.
- Uses nursing judgement to assist with care transition for patients discharged from an inpatient setting, emergency or urgent care department, scheduling appointments for evaluation and management of acute or exacerbation of chronic disease processes.
- Case management/care coordination to acquire durable medical equipment on behalf of the patient, based on physician orders/prescription, medical necessity, insurances or responsible payer.
- Refers patients to community health programs and resources as appropriate.
- Collaborates with Isleta Assisted Living Facility providers and in care management and coordination of resident's medical care needs.

- Participates actively in collaborating care of clients among other supporting disciplines and the medical team, internally or external to Isleta Health Center.
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- 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. Participates in training and initiating of Electronic Health Record conversion.
- Participates in accreditation and other quality review and improvement activities. Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associate Degree or Bachelor's Degree in Nursing.
- New Mexico License as a Registered Nurse.
- Two years' work experience, prefer in an outpatient ambulatory health clinic, urgent care or tribal health care setting.
- CPR Certification.
- ACLS/PALS certification preferred or ability to attain within 90 days of hire.
- Must be able to pass a TB screening.
- 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 preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.