



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 024-25

OPENING DATE: 02/05/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Infection Control Nurse
PAY GRADE: E8 (\$35.01/hr. - \$49.02/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Director, Clinical Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: The Infection control Nurse will oversee infection prevention and control measures for the Isleta Health Center (IHC), satellite clinics, and all patient care and employee related areas. The role involves developing, implementing, and monitoring infection control protocols and safety programs to ensure compliance with regulatory standards and the highest levels of patient care and employee safety. Serves as a nurse, consultant, educator, and facilitator to achieve the IHC's goal of protecting the safety and health of the patients and its employees.

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:

Infection Control:

- Responsible for the surveillance, analysis, and reporting of infections including healthcare associated infections.
- Assists with the coordination and implementation of the Safety and Infection Control programs at the Isleta Health Center.

- Participate in the development implementation review and revision of infection prevention and control protocols and policies to include Exposure Control Plan and Infection Control Risk Assessments to ensure standards meet CDC, AAMI, AORN, APIC and/or AAAHC requirements. Maintain standards of practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Prepares and reviews infection control surveillance reports, including post-op infections to identify trends and present findings to the Governing Board.
- Recommends quality improvement projects to the Safety, Infection Control, and/or Quality Improvement Committees at IHC.
- Develops, coordinates and maintains data for IHC Employee health program.
- Ensures appropriate documentation and reporting of work-related injuries including blood borne pathogen exposure.
- Administers vaccines or tests (respirator fit tests, TB skin tests, etc.) required for healthcare personnel as directed by the Medical Director or established protocols for IHC employees.
- Maintains confidential employee health files and reviews to make sure all IHC employee health records are up-to-date containing pertinent, accurate and current information; document all contact made with each IHC staff.
- Investigates and responds to outbreaks amongst IHC health care staff.
- Reports patients with communicable diseases to appropriate department or NM Department of Health.
- Develops employee education programs in response to infection control needs identified through Safety and Infection Control Committees.
- Assists with the Health Center's safety program, including fire safety, emergency preparedness, and hazard communication.
- Conducts regular safety and infection control audits and inspections of facilities to identify and mitigate risks.
- Lead the development and revision of safety policies and procedures to align with best practices and regulatory requirements.
- Provides training on workplace safety topics, including evacuation procedures, hazardous materials handling, and emergency response.
- Facilitates infection control training for all newly hired employees and on an annual basis.
- Conducts annual competency training for nursing staff administering vaccines or tests related to infectious diseases.
- Communicate with physicians and develop working relationships.
- Build and maintain collaborative relationships with internal and external agencies and community services.
- Enhance professional growth and development through participation in education and relevant training.
- Serves as Infection Prevention and Clinical Safety Chair.
- Attends trainings, conferences, and meetings to broaden health center safety and infection control.
- Perform other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

- Provide oversight, mentorship, and training to interns and students in the health field during their rotations at the health center.
- Monitor the performance of interns and students, providing regular feedback and evaluations to support their professional growth.
- Ensure that interns and students comply with all infection control policies and safety protocols.
- Collaborate with academic institutions to facilitate program requirements and ensure a positive learning experience.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's Degree in Nursing. Bachelor's Degree in Nursing from an accredited school of nursing preferred.
- Bachelor's degree in Environmental Health, Occupational Safety, or closely related health field.
- Current New Mexico RN or LPN licensure.
- Certification in Infection Prevention and Control (CIC) from the Certification Board of Infection Control and Epidemiology preferred.
- 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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must provide written copy of immunization record prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge and understanding of Isleta Pueblo culture, tradition and values.
- 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 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.

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 performed in a typical interior/office environment.

PREFERENCE:

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