

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2014-06A

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: LICENSED PRACTICAL NURSE (**PART TIME**)
OPENING DATE: June 13, 2014
CLOSING DATE: Open Until Filled
DEPARTMENT: Community Health & Wellness
SALARY RANGE: NE – 10; \$35,568 - \$46,218

Position Summary:

Under general direction of the Public Health Nurse, and in consultation with other medical service providers, assesses patient health status; plans, implements and administers care to the Pueblo community. Assesses and treats a diverse patient population, performs complex coordination activities for patient care and services delivery. Maintain confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Adheres to the Scope of Practice as determined by the New Mexico Board of Nursing and the Nurse Practice Act.
- Administers injections and medications as prescribed by doctors; monitors catheters, and other home medical equipment per medical orders.
- Conducts assessment, diagnosis, planning, intervention, evaluation and referrals for appropriate patient services.
- Coordinates care with other providers to meet the health and health related needs of patient/clients.
- Evaluates patient's environment for health and safety needs and problems.
- Provides one-to-one or group health education classes, motivational interviewing on disease management, public health issues, and in individual self-care.
- Provides training on self-care to recovering patients; provides training to those caring for family members with long-term illnesses.
- Assists with Emergency Management, public health drills, and actual emergencies and disasters.
- Provides direct student and adult health services at school based health center sites in line with standard operations, protocols, and MOUs with schools.
- Provide in-service training in the appropriate use of educational materials and audio-visual equipment.
- Develops and implements a case management approach to ensure patient access to medical social services providers.
- Develops a patient database management system to assess and track patient care activity; charts in compliance with nursing process and documents patient care in POMR (Problem Oriented Medical Record) format.
- Complies with I.H.S, Pueblo of Laguna, and other reporting requirements.
- Participates in staff and committee meetings, in-service education programs, and quality improvement studies/activities.
- Maintains a safe working environment and reports non-functioning equipment.
- Adheres to all personal safety requirements, OSHA regulations and tribal safety requirements.
- Abides by and upholds patient confidentiality, HIPAA and the Privacy Act.
- Responds to on-call needs as scheduled.
- Performs other duties as required.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.

Minimum Qualifications:

Licensure as a Practical Nurse under the Nursing Practice Act and five years of experience in providing direct patient care services required. The five years of experience must include providing direct patient care services in a field-based/community-based setting. An Associate Degree in Nursing preferred.

Background Investigation Requirements:

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of HIPPA and ability to interpret and follow requirements to ensure patient confidentiality.
- Knowledge of the broad spectrum of patient care services, including alcohol/substance abuse, behavioral health, and diabetes related cases.
- Knowledge of current/updated procedures and processes in providing quality patient care.
- Knowledge of assessment/triage, care coordination, and case management processes.
- Knowledge of and skill to apply previous experience in motivational interviewing.
- Ability to establish professional, positive, and sensitive working relationships with patients, co-workers.
- Ability to function as a healthcare team member; must also have the ability to work independently.
- Ability to accurately document patient care services, findings, and needs utilizing E.H.R., PCC, RPMS or other electronic patient data system.
- Ability to work efficiently under stressful conditions, to handle multiple tasks, and meet deadlines.
- Ability to follow oral and written instruction which includes medical terminology.
- Ability to endure daily travel/commute to client homes and other community sites.
- Skill in the development and presentation of audience appropriate health education curriculum/information.
- Skill and creativity in the presentation and delivery of services to a diverse pool of clients.
- Skill in establishing interpersonal relationships with individuals of varying needs, abilities, and health status.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Must maintain Licensure throughout course of employment
- Must maintain all personally required immunizations throughout course of employment.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.