

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2015-75**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** Public Health Nurse  
**OPENING DATE:** December 22, 2015  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Community Health & Wellness  
**SALARY RANGE:** E-16; \$51,763-\$77,645

**Position Summary:**

Under the general direction of the CH & W Director, the Public Health Nurse provides quality nursing care to the Pueblo of Laguna community by utilizing the nursing process of assessing, diagnosing, planning, implementing, and evaluating patient care. Provides education, information and direct services regarding health and associated risk factors. Maintains 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:**

- Performs medical care and clinical nursing duties and practices to meet community health assessed services for the community.
- Responds to patient care requests for symptoms of illness by utilizing nursing assessment skills and tools.
- Provides medical guidance and education to manage and coordinate care for persons diagnosed or symptomatic for chronic health conditions and diseases.
- Maintains and records patient care in accordance with medical provider plan, directives and referrals.
- Serves patients in home visits and administers care inclusive of vital screenings, wound care management, dressing changes, immunizations, assess social environment and living conditions, and monitor overall health status.
- Initiates referrals and tracks referrals and follow-up for patients as required based on patient assessment.
- Evaluates and manages clients/patients on updated and active case load including consulting with physicians and medical providers.
- Maintains a patient case load and prioritizes or modifies services based on patient needs and medical orders.
- Maintains a safe, updated and secure medical supply inventory; restocks health and medical supplies. Accurately records and reports ineffective, non-functioning equipment and any loss of supplies.
- Provides assistance, medical attention, emotional support, or other professional care to others.
- Collaborates and consults with nurse colleagues, medical care providers, patients, community, and Community Health and Wellness Department staff to plan and develop community health initiatives.
- Participates in staff and committee meetings, in-service education sessions and quality improvement activities.
- Provides health and nursing services for specialty care services with chronic disease, diabetes, hypertension, obstetrics, gynecology, pediatric, elderly care, and other general medical needs of the population.
- Provides patient education and information for individuals or in group settings.
- Motivates patients to maintain good health by developing and facilitating physical activities.
- Consults with local schools regarding student based health needs and coordinates in providing assistance and services.
- Provides supervisory oversight, management and direction for the Health Education staff and program.
- Completes documentation by recording and entering patient information in computer systems to ensure compliance with reporting and billing documentation and documents patient care in Problem Orientated Medical Record (POMR) format.
- Adheres to patient Privacy Act and HIPPA regulations to ensure patient confidentiality.
- Maintains professional and technical knowledge by attending relevant training, conferences and seminars.
- Supervises all LPN and RN Nursing staff and medically trained staff within the Department.
- Responds to emergency management operations as designated by the Emergency Operation Commander EOC.
- Contributes to a team effort to accomplish tasks and achieve results.
- Consistently applies the Pueblo's Core Values and Workforce Values to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

## Job Announcement No. 2015-75 Public Health Nurse

### Minimum Qualifications:

Bachelor's degree in nursing or related medical field required. Master's degree in the field of nursing preferred. Must be a licensed Registered Nurse (RN) in the State of New Mexico or if licensed in another State, must be recognized in the State of New Mexico. Must have eight (8) years working experience in in public or community health nursing or closely related field. Must continue education to maintain nursing licensure.

### Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every governmental operations position is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Public Health Nurse is considered a High Risk Public Trust (HRT) position.

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
Other: Maintain I.H.S. RPMS and E.H.R. access clearance	X

### Knowledge, Abilities, and Skills:

- Knowledge of principles or methods of interpersonal relationships to enhance quality patient care.
- Knowledge of various health programs, specialty care and services to provide education, studies and activities.
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions. Knowledge of various cultural settings, variable group dynamics, and changing environments.
- Ability to relate to health care professionals and paraprofessional staff and function as a health care team member.
- Ability to maintain strict confidentiality.
- Ability to recognize and analyze situations and initiate appropriate or required treatment.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to be persuasive and tactful in controversial situations.
- Ability to listen and understand information and ideas when gathering public input on community health needs.
- Ability to work independently and meet strict time lines.
- Skill in applying positive human relationships with all ages and cultures to convey information they understand.
- Skill in operating office machines and computers.
- Skill in providing leadership, supervision, training, and evaluating assigned staff.
- Skill in analyzing and applying methods to solve problems, projecting critical consequences, use of logic reasoning to identify solutions, and implement or formulate recommendations.

### Application Instructions:

- Go to [www.lagunapueblo-nsn.gov](http://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](mailto: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.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**