

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2018-70**

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

**POSITION:** Supervisory Public Health Nurse  
**OPENING DATE:** November 6, 2018  
**CLOSING DATE:** November 16, 2018  
**DEPARTMENT:** Community Health and Wellness  
**SALARY RANGE:** E-16; \$51,736 – \$77,645

**Position Summary:**

Under the general direction of the Director, the Public Health Nurse provides quality nursing care, medical care, and education to meet assessed needs of the community. Utilizes the nursing process of assessing, diagnosing, planning, implementing, and evaluating patient care. Oversees work of nursing staff; assures scope of work compliance. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. 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:**

- Responds to self-referrals for assessment of symptoms of illness and to referrals by other medical service providers for patient aftercare.
- Develops holistic patient care plans to address assessed needs.
- Provides medical guidance, emotional support, motivation, and education (including patient's right to make independent decisions) to manage and coordinate care for chronic health conditions and diseases.
- Documents and maintains comprehensive patient care records in accordance with established standards.
- Reviews patient care records developed by assigned staff; determines quality of care and services provided to patients/clients; ensures compliance with established care plans.
- Reviews patient care records and other documentation developed by assigned staff to ensure compliance with grant(s) and/or program reporting requirements.
- Conducts home visits to administer care including vital screenings, wound care management, immunizations, and assessment of social environment.
- Coordinates case management and care coordination meetings.
- Evaluates status of patient; consults with physicals and/or other medical providers for revision of care plan if required. Initiates referrals as necessary to other resources.
- Coordinates Public health incident and emergency responses.
- Maintains an updated and secure medical supply inventory. Accurately records and reports non-functioning equipment and any loss of supplies.
- Plans and develops community health initiatives in collaboration with medical care providers, patients, and other relevant programs.
- Consults with local schools regarding student- based health needs and coordinates in provision of assistance and services.
- Reviews and evaluates program operations to determine impact and effectiveness; provides recommendations for expansion, adjustment, and/or improvements in services. Ensures the implementation of recommended changes.
- Supervises/manages the day-to-day operations of nursing staff within the department.
- Conducts performance evaluations of staff, recommends disciplinary actions, staff changes, or reassignments.
- Improves staff effectiveness by coaching, counseling, training, and modeling.
- Compiles data and services delivery reports; develops other required narrative and statistical reports.
- Documents patient information and services provided in Problem Orientated Medical Record (POMR) format.
- Maintains required certifications, licensure, clearances, professional and technical knowledge by attending relevant training, conferences and seminars.
- Responds to emergency management operations as designated by the Emergency Operation Commander EOC.

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- Ensures the confidentiality of client information in accordance with HIPPA regulations and other relevant patient privacy protection laws.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

### **Minimum Qualifications:**

New Mexico Registered Nurse licensure (NCLE-RN) required. Six years of work experience, including three years of supervisory experience, in public or community health nursing or closely related field, required. Bachelor of Science in Nursing (BSN) preferred. Fluency in the Laguna language preferred.

### **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 (HRPT) 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:	

### **Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of principles, methods, and processes of public health nursing including health promotion, risk reduction, and disease prevention.
- Knowledge of principles or methods of interpersonal relationships, including various environments, to enhance quality patient care.
- Knowledge of various health programs, specialty care and services to provide education, studies and activities.
- Knowledge of principles, methods, techniques, and procedures for diagnosis and treatment of injuries and diseases.
- Knowledge of and skill in use of safe/appropriate ambulation procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to analyze situations and adopt appropriate courses of action, including emergency situations.
- Ability to exercise independent judgment and work with minimal supervision.
- Ability and skill to plan, create, and deliver/implement informational, motivating, and educational presentations and activities to diverse audiences.
- Ability to be innovative, creative, and flexible in delivery of program services.
- Ability to maintain strict confidentiality, to demonstrate self-responsibility and high moral character.
- Ability to establish and maintain professional relationships with co-workers, clients, and other services providers at all levels.
- Ability to be persuasive and tactful in controversial situations.
- Ability to work in a compassionate, sensitive and professional manner; to accept the mental, physical and emotional aspects of disease process.
- Skill and ability to convey information in format appropriate to immediate audience.

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- Skill in computer using including Word, Excel, Outlook, and software unique to program.
- Skill in providing leadership, supervision, training, and evaluating assigned staff.
- Skill in operations and program evaluations to determine relevance and/or need for revision.

### **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 Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES