



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PH. # 505.766.6623 FAX # 505.869.2812
E-Mail Address: poi70104@isletapueblo.com**

JOB ANNOUNCEMENT

**POSTING DATE: 02/05/09
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: NURSE MANAGER

LOCATION: ISLETA HEALTH CENTER

NO. OF POSITIONS: 1 Full Time

POSITION #: 26014 POSTING #: 006

STATUS: EXEMPT

GRADE: P4 SALARY: \$42,165-\$54,613 (Depending on experience)

DESCRIPTION OF WORK

General Statement of Duties: Responsible for the daily operations, personnel and budgetary management of the Medical Clinic in accordance with departmental guidelines. Supports the director in achieving optimum clinic performance, including monitoring the quality and continuity of patient services provided. Adheres to policies, procedures, and regulations to assure compliance and patient safety.

Supervision Received: Supervised by the Director of Clinic Services.

Supervision Exercised: Supervises Medical Clinic nursing and clerical staff.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership demonstrating the ability to influence, motivate, manage, train, counsel, and develop staff to work towards their highest level of function, in accordance with their position description and competencies.
2. Delegates staff effectively demonstrating the ability to plan, organize direct, control, monitor and evaluate services and uses available resources appropriately.
3. Mentors, coaches, and develops subordinates to accomplish goals.
4. Works collaboratively with Medical Clinic physicians in planning, implementing and maintaining department goals and standards of care.
5. Supports, interprets, and monitors compliance with Isleta Health Service department goals while continuing to develop and attain professional goals.

6. Evaluates circumstances using good judgment and ability to set priorities in decision making, problem solving, and eliciting cooperation.
7. Communicates with and listens effectively to internal and external customers; effectively understands instructions and shares knowledge.
8. Implements staff and program development, maintains high performance standards, good communication, and positive employee relations and assures departmental staffing levels meet patient care needs and organizational goals.
9. Assures the clinics compliance with standards and/or regulations of OSHA, AAAHC accreditation, and other applicable regulatory or professional standards.
10. Cooperates and interacts with supervisors, peers, other departments/programs demonstrating “service” commitment.
11. Monitors and operates within budget (operating and capital) for department.
12. Takes ownership of assignments; other duties as assigned or requested
13. Performs direct patient care as needed.
14. Develops policies, procedures, processes, strategies and goals that support the clinic and the Pueblo of Isleta.

EDUCATION & EXPERIENCE REQUIREMENTS:

1. Associate or bachelor degree from an accredited registered nurse program.
2. Current license as a Registered Nurse in the State of New Mexico or valid multi-state compact license.
3. Basic Life Support Certification (BLS)
4. Minimum of 2 years of supervisory/management experience in a health care field, prefer 5 or more years of supervisory/management experience.

NECESSARY SPECIAL REQUIREMENTS:

1. Skill in supervision and management.
2. Experience with personal computer, efficient in using Microsoft Word, Excel, e-mail and internet.
3. Ability to develop and report required information using computer software programs
4. Knowledge of nursing principles, infection control, patient evaluation, triage, patient histories, and care planning.
5. Knowledge of laboratory values and pharmaceuticals.
6. Knowledge of appropriate procedures and standards for the administration of medications and patients care aids.
7. Knowledge of patient care charts and documentation.
8. Ability to observe, assess, record symptoms, reaction and progress.
9. Ability to educate patients and/or families as to the nature of disease, proper care, warning signs and treatment.
10. Ability to prepare and process laboratory samples using appropriate protocols.
11. Ability to safely lift, assist, and physically manipulate patients.
12. Ability to enter and retrieve patient data in computer system.
13. Ability to work on multiple tasks and to follow-up on situations as necessary.
14. Ability to identify and resolve patient concerns.
15. Ability to work and communicate effectively and cooperatively with patients, families, and staff in a service environment.
16. Ability to protect confidential information.

WORKING CONDITIONS:

1. Work occurs in a patient care environment, which includes exposure to infectious disease and other risk situations that require adherence to safety precautions.

2. Work involves some stress with frequent interruptions.
3. Work requires use of medical equipment and devices, office machines and computers.
4. Work requires moderate physical activity, including assisting patients, standing and/or walking for extended periods and some lifting and carrying related to office duties.

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE
