



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 102-24**

**OPENING DATE: 08/05/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Nurse Practitioner  
**PAY GRADE:** L2 (\$55.53/hr. - \$83.30/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full-Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Medical Director  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Performs primary care for a panel of patients, performs walk-in clinic services for acute injuries and illnesses, and/or operates under a physician's plan of care, diagnosis, and treatment of health conditions. Refers urgent, acute, and chronic health conditions and problems in accordance with current guidelines, policies, procedures and protocols.

*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 his position.*

**JOB DUTIES:**

- Provides primary medical care to patients based upon applicable practice standards and protocols.
- Diagnoses and treats illnesses and conditions in infants, children, and adults.
- Prescribes medications and treatments as medically appropriate; administers medications and injections as required.
- Refers patients for further diagnosis and treatment, including specialty care, as indicated.
- Makes necessary arrangements for admission of patients to appropriate hospitals and other care facilities.
- Performs medical procedures as appropriate, based on privileges.
- Coordinates with other primary providers and specialists to assure quality and continuity of care.

- Responds to urgent and emergent situations and initiates care and emergency procedures as indicated.
- Conducts health examinations and evaluates fitness for work, school, and other activities.
- Administers immunizations as recommended by standards and protocols.
- Refers patients to community health programs and resources as appropriate.
- Documents patient encounters using correct medical codes.
- Assists with coordination of nursing care or other placement.
- Oversees the quality of care delivered and leads the development of standards and protocols.
- Participates in accreditation and other quality review and improvement activities.
- Assists with individual and family patient education and counseling and review of related materials.
- Participates in community health outreach programs and health fairs.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Advance Practice Nursing Degree (APRN-CNP, FNP, DNP)
- Nurse Practitioner national certification and current State of New Mexico NP license.
- Federal DEA and New Mexico Board of Pharmacy Certification.
- CPR and AED Certified.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of legal and ethical standards for the delivery of medical care.
- Knowledge of community medical diagnostic and patient care services in area of medical expertise.
- Knowledge of related accreditation and certification requirements.
- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage.
- Knowledge of office functions, procedures, and policies.
- Advanced working knowledge understanding of current principles, methods, and procedure for delivery of medical care within designated area of medical sub-specialty.
- Skill in making effective decisions in emergency situations.

- Skill in operating various work-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to prescribe appropriate medical dosages, recognizes contraindications and side effects, and instructs patients in correct usage.
- Ability to supervise, advise and train clinical professionals, students and health team members.
- Ability to observe, assess and record symptoms, reactions and progress.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handles multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Stand or walk for up to 8 hours per day.
- Talk, hear, sit; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25lbs and frequently assisting patients to transfer and/or ambulate.

**WORK ENVIRONMENT:**

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Weekend, evening, and holiday hours may be required.

**PREFERENCE:**

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