



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

POSTING NO: 040-25

OPENING DATE: 03/21/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Public Health Nurse
PAY GRADE: E9 (\$38.51/hr.-\$53.92/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Director, Public Health Services
BACKGROUND LEVEL: Child/Elder

JOB DUTIES:

- Utilizes community health needs assessment to plan, implement and evaluate interventions to meet those needs.
- Participates in community health initiatives and activities, including immunization clinics.
- Teaches individuals and families positive health behaviors and appropriate measures to address common health problems, including recognition of the need for medical diagnosis and care.
- Maintains records of activities and prepares reports as necessary.
- Keeps patient records and registries updated and accurate; prints, files and faxes as needed.
- Provides skilled nursing services in the homes (within the boundaries of the Pueblo of Isleta) to individuals and families. Services provided will be within the nurse's scope of practice, under the supervision and order of a Licensed Individual Practitioner (LIP), including but not limited to:
 - Conduct health assessments, and evaluate environmental and

support conditions.

- Collects nasal, NP, and Pharyngeal swabs for COVID-19 and other viral testing.
- Draws blood or takes other samples for laboratory analysis in the home or clinic.
- Administers vaccine, insulin or medication in the home or clinic.
- Reviews and updates immunization records for vaccines administered
- Provides wound care and dressing changes.
- Provides medication management and education to clients.
- Provides training and education to caregivers relating to client care needs.
- Follow up with patients after hospital discharge and assist in obtaining medical equipment as needed
- Provides prenatal and postpartum visits.
- Advocates for patient and community needs as appropriate.
- Participates in accreditation and other quality review and improvement activities
- Inspects and maintains vehicle and medical equipment.
- Attends staff meetings as required.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Preferred Registered Nurse with a Bachelor of Science in Nursing or Registered Nurse with Associates Degree in Nursing
- New Mexico Licensed Practical Nurse
- Preferred work experience in a health clinic or community program.
- CPR and Basic Life Support (BLS) Certifications.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of community health assessment, including tools and techniques.
- Knowledge of immunization schedules, laboratory values and pharmaceuticals.
- Knowledge of current principles, methods and procedures for the delivery of nursing procedures and quality of care.

- Knowledge of patient care charts and patient histories.
- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- Knowledge of community health resources and agencies.
- Knowledge of Resource Patient Management System (RPMS) software preferred.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of commonly used drugs and pharmacology terminology.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to obtain accurate vital signs.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- 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 handle 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 50lbs and frequently assisting patients to transfer and/or ambulate.

WORK ENVIRONMENT:

- Work is performed in an interior and exterior environment; in the home setting of patients, and in a 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.
- Frequent interaction with the public.
- Possible exposure to COVID-19, biological, chemical, and extreme weather.
- Prolong standing.

PREFERENCE:

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