



JOB DESCRIPTION

SENSITIVE

Job Title: Community Health Nurse-LPN
Dept./Division: Health
Unit: Nursing
Job Family/Class: Community Nursing
Supervised By: Deputy Associate Director of Nursing
Employee Type: Hourly
Pay Grade: 18

NATURE OF WORK:

Under the direction of the Deputy Associate Director of Nursing, performs semi-skilled nursing care of moderate difficulty.

ESSENTIAL FUNCTIONS:

- Observes and assesses clients.
- Contributes to the development and implementation of care plan.
- Conducts clinics; administers immunizations; performs nursing tasks; documents medical charts.
- Assists with and coordinates educational classes related to community health.
- Identifies areas of concern and refers for further services.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- General nursing theories and practices;
- Tribal community health nursing care;
- Nursing services regulations and procedures;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Clinical practices;
- Apply general nursing practices;
- Recognize and report patient health status;
- Respond appropriately to emergency situations;
- Follow written and verbal instruction;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or a GED and completion of a Certified License Practical Nurse Program.

And

- Two years experience in a public health setting is preferred.
- Bilingual English/Spanish is preferred.

LICENSING REQUIREMENTS:

- Current Arizona Practical Nurse License. Failure to maintain a current LPN License will result in removal from this position.
- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

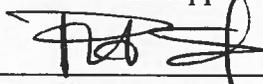
Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, bodily fluids, extreme temperatures, workspace restrictions and travel.

This position will require the incumbent to work non-traditional hours, nights and weekends.

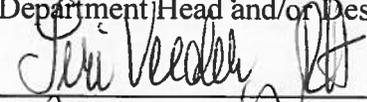
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

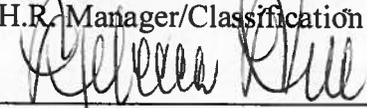
Review and Approved by:



Department Head and/or Designee



H.R. Manager/Classification & Compensation



Human Resources Director

5/13/14

Date

5/15/14

Date

5/15/14

Date

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