



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Community Health Nurse – RN
Dept./Division: Health
Unit: Nursing
Job Family/Class: Nursing Series
Supervised By: Deputy Associate Director of Nursing
Employee Type: Salary
Pay Grade: G

NATURE OF WORK:

The incumbent performs duties of a RN level Community Health Nurse to include: providing complex direct patient care, conducting patient assessments and on-going case management, researching and locating additional resources, performing community outreach and education and acting as an advocate for appropriate patient care. Conducts clinics.

ESSENTIAL FUNCTIONS:

- Provide administrative and technical guidance for the Pascua Yaqui Tribal nursing program; follows operating procedures and policies; monitors work performance of subordinate nursing staff.
- Provide patient care through home visits or clinical visits, including: administering vaccinations, glucose testing, vital sign assessments and/or TB testing; evaluates need for supplies or ongoing patient education.
- Act as an advocate for patient care; escorts patients to appointment explain diagnosis and treatment plans and follows up with client.
- Monitor and track health care needs of assigned patients; works with other medical providers to coordinate proper and effective care.
- Coordinate referrals and follow up services with other Tribal departments; responds to patient and staff inquiries, researches possible community resources, and ensures proper forms and documents are complete.
- Provide instructional clinics, support groups and programs to assist in educating community members, promoting family health, preventing disease and maintaining health regimens.
- Investigate and study trends and developments in nursing practices and techniques.
- Develop revises and adapts work techniques and methods; coordinates special tribal programs.
- Access health needs in Yaqui communities and recommends appropriate medical, hospital and preventative health services; investigates communicable disease cases.
- Assist in the coordination of patient care through patient staffing in order to provide continuity of services in the community.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Professional nursing theories, principles and practices;

- Adult education methods;
- Community health systems;
- Clinic administration and nursing practices;
- Principles of administration, personnel oversight and teaching;
- Regulations and procedures of hospitals or clinics as they relate to nursing services;
- Communicable disease programs;
- Report writing methods;
- Tribal community resources and public health programs;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Maintaining various confidential files and records;
- Interviewing and collecting pertinent information for psychosocial and environmental assessments;
- Plan, organize and supervise nursing services;
- Apply general nursing practices;
- Recognize and report patient health status;
- Respond appropriately to emergency situations;
- Establish and maintain effective working relationships with employees, other agencies and the public;
- Using computers 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:

Associate's Degree in Nursing; completion of a Registered Nursing program plus three (3) years of nursing experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- Bachelor's Degree in Nursing preferred;
- Experience as a nurse in a public health setting preferred.

LICENSING REQUIREMENTS:

- Current Arizona Registered Nurse license;
- CPR and First Aid certifications;
- 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.
- Funding and sensitivity of position will determine fingerprinting requirement.

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.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Incumbents may be subjected to chemicals, oils, bodily fluids and travel.

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

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date