



LICENSED PRACTICAL NURSE
Position Description

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| Department: | Medical |
| Job Code: | |
| Pay Range: | \$54k-\$62k |
| Hours/Week: | 40 hours |
| Position Type: | Full-Time |

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| Reports To: | Nurse Manager |
| Classification: | Non-exempt |
| Effective Date: | May 15, 2024 |
| Revised Date: | April 17, 2026 |
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PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Must be able to pass a TB screening.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

Licensed Practical Nurse provides direct patient care to patients with a variety of medical and health maintenance needs. The employee performs duties under the supervision and guidance of a registered nurse or physician. Provides professional nursing care to scheduled and urgent care (walk-in) patients in an ambulatory care setting. Supports all aspects of clinical care delivery. Works closely with all other clinical employees to provide access and appropriate triage in a timely and professional manner. May be required intermittently to assist with community outreach nursing to include home visits to vulnerable patients living on tribal land.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Monitor patient's condition and assess their needs to provide the best possible care and advice.
- Triage patients and determines priorities and nursing actions required.
- Observe and interpret patient's symptoms and communicate them to physicians.
- Provides primary care for acute and chronic health problems, and instant medical care in emergencies, in collaboration with medical clinic staff.
- Performs routine procedures and provides skilled nursing services to individuals and families, including measures to promote wellness, prevent complications, and minimize disabilities.
- Administers immunizations, updates immunization records (Electronic Health Record [EHR] and New Mexico State Immunization Information System [NMSIIS] Registry), and monitors immunization expiration dates.
- Provides therapeutic interventions as prescribed, including medication administration and inhalation treatments, according to policies, procedures, physician's orders, and standing orders.
- Assists providers with medical procedures.
- Performs venipuncture, finger sticks to collect blood, and other specimens requested by providers following bloodborne pathogen guidelines, policies, and procedures.
- Substitutes for laboratory duties as needed.
- Provides telephone triage; answering patient and general education questions.
- Maintains patient confidence and protects operations by keeping information confidential.
- Collaborates with physicians and nurses to devise individualized care plans for patients.



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- Documents patient care services charting in patient and department records according to CBNHC policies.
- Inspects the facilities and acts to maintain excellent hygiene and safety (decontaminating equipment, sanitizing surfaces, etc.)
- May delegate work duties to medical assistants.
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
- Maintains nursing supplies inventory by checking stock to determine inventory level.
- Expands knowledge and capabilities by attending educational workshops, conferences etc.
- Plans and participates in Infection Prevention and Control, Safety, Risk Management, and Quality Improvement Committee.
- Provides patient education including etiology, laboratory results, diagnostic results, medication, and treatments.
- Participates in accreditation and other quality review and improvement activities.
- Maintains and documents vaccine refrigerator and freezer temperatures daily.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience

- One (1) year experience in an outpatient setting; emergency services, urgent care or other ambulatory care services.
- Will consider recent new nursing graduates.

Education

- Graduate of an accredited school of licensed practical nursing.

Certification

- Current and Unrestricted Practical Nurse license in the State of New Mexico.
- BLS and/or ACLS certification
- Must provide copy of immunization records.

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities as detailed.
- Skilled in nursing care methods and procedures with the ability to react quickly and make effective decisions in emergency situations.
- Knowledge of commonly used drugs, medical and pharmacological terminology.
- Familiarity with patient position and procedures for various examinations.
- In-depth knowledge of health and safety guidelines and procedures (sanitation, decontamination, OSHA, Bloodborne Pathogens, equipment sterilization, etc.) and willingness to follow them at all times.
- A team player with excellent interpersonal skills and ability to communicate effectively verbally and in writing.
- Responsible and compassionate.
- Skills in treating patients with tact, courtesy, and respect.
- Ability to work a varied schedule including evenings and weekends if needed.
- Outstanding organizational and multi-tasking skills.
- Patient with excellent problem-solving skills.
- Knowledge of Microsoft Office and computer use.
- Clean background check and clean drug screen.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Knowledge of Resource Patient Management System (RPMS) software.



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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.