



CANONCITO BAND OF NAVAJOS
HEALTH CENTER

PO Box 3338/129 Medicine Horse Drive – To'Hajilee, New Mexico 87026
Phone (505) 908-2307 / Fax (505) 908-2010

INC.

REGISTERED NURSE

Position Description

Department:	Medical
Job Code:	
Pay Range:	
Hours/Week:	40 hours
Position Type:	Full-Time

Reports To:	Nurse Manager
Classification:	Exempt
Effective Date:	May 20, 2022
Revised Date:	

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.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

Registered Nurse 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.
- Observe and interpret patient's symptoms and communicate them to physicians.
- Maintains patient confidence and protects operations by keeping information confidential.
- Collaborate with physicians and nurses to devise individualized care plans for patients.
- Perform routine procedures (blood pressure measurements, administering injections etc.) and fill in patients' charts.
- Adjust and administer patient's medication and provide treatments according to physician's orders.
- Inspect the facilities and act to maintain excellent hygiene and safety (decontaminating equipment, sanitizing surfaces, etc.)
- Provide instant medical care in emergencies.
- Supervise 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.
- Documents patient care services by charting in patient and department records.
- Expand knowledge and capabilities by attending educational workshops, conferences etc.
- Prepare budgets, reports, audit reviews and monitor expenditures.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience

- One (1) year experience
- Exposure to ambulatory setting and community base experience.



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Education

- Graduate of a certified nursing program with nursing license (RN)
- Active applicable state licensure

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities as detailed.
- Excellent knowledge of nursing care methods and procedures.
- Excellent knowledge of emergency care.
- In-depth knowledge of health and safety guidelines and procedures (sanitation, decontamination etc.) and willingness to follow them at all times.
- A team player with excellent communication and interpersonal skills.
- Responsible and compassionate.
- 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.
- Prefer two (2) years' experience in nursing, but will consider recent graduates.

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 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking 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.



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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
- For more information, contact Berlin Rodriguez at (505) 908-2307 ext. 119

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.