



PUBLIC HEALTH NURSE

Position Description

Department:	Public Health Program / Medical	Reports to (title):	Community Health Director
Job Code:		Classification:	Non-Exempt
Pay Range:	DOQ	Effective Date:	09/08/2023
Hours/week:	40	Revised Date:	08/25/2026
Type of Position:	Full-time		

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 fully.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees, and other officials.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC and Health Center policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Public Health Nurse (PHN) will contribute to the achievement of CBNHC's health care goals and objectives in key aspects of the Public Health Program. This role will perform basic public health nursing services under the administrative direction of the Community Health Director and will partner with the Community Health Representatives, Health Education, Diabetes Program. The PHN will work closely with other employees and liaison with community-based programs such as the Senior Center, School Health, and Federal, State and Navajo Tribal program to provide access and services to the tribal population.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Contributes to a positive and productive culture and executes the public health initiatives in alignment with the CBNHC's vision, mission, core values and strategic plan, AAAHC, OSHA, and HIPAA regulations.
- Participates in analyzing and planning coordinated nursing services in an assigned area.
- Gives skilled nursing care to patients requiring professional nursing service; gives prescribed medications and other treatments.
- Develops, implements and evaluates plan of care.
- Participates in coordinating total clinic services in the interest of the patient.
- Consults with clinical staff to administer the therapeutic measures as prescribed by the health team.
- Provides for continuity of effective patient and family care with workers of other community health, federal, and tribal agencies such as hospitals, schools, and clinics, .
- Conducts home visits to assist individuals and families in achieving healthful, safe living for all age groups by giving instructions and guidance in the basic principles relating to accident prevention, communicable disease control and prevention, nutrition, child growth and development, and physical and emotional wellness .
- Navigates complex public health processes in a collaborative approach to support the existing and public health programming at To'hajiilee. Participates in culturally responsive public health programs, activities, strategies, and services that help reduce health inequities, disease, and disability while promoting health within the community.
- Assists in supporting emergency preparedness planning and response activities.
- Maintains current working knowledge of trends in public health, including the COVID-19 pandemic.
- Conducts epidemiological and community surveys, and field investigations to appraise health needs.

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- Draws blood and/or takes other samples for laboratory analysis in the home or clinic.
- Provides guidance to ancillary personnel; performs clinic nurse duties as needed and may perform limited school nurse duties.
- Coordinates vaccination clinics in the CBNHC and in the To'hajiilee community. Maintains, reviews, monitors, and updates immunization records and reports.
- Collaborates with Community Health Representatives, CBNHC nursing, and other CBNHC programs.
- Adheres to all safety practices in work operations.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Education: An Associate Degree in Nursing from a professional education program accredited by Accreditation Commission for Education in Nursing (ACEN) or Commission on Collegiate Nursing (CCNE).

Experience: Two (2) years of clinical experience in a healthcare facility or ambulatory clinic.

Required Certificates, Licenses, and Registration: Current RN Licensure with NM Board of Nursing, BLS CPR & ACLS Certification

Mandatory Knowledge, Skills, Abilities and other Qualifications:

- Must be able to carry out the essential duties, functions and responsibilities as detailed above.
- Understanding of programmatic organization delivering services to a Navajo population in a reservation setting.
- Knowledge of Electronic Health Records, preferably RPMS.
- Knowledge of professional nursing principles, techniques, basic sciences, and of community health and welfare resources.
- Ability to apply professional nursing principles, techniques, and basic sciences in homes, clinics, and the community.
- Ability to carry out written and oral instructions and to exercise judgment in the application of nursing care.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Effective written and verbal communication with ability to present to various audiences in a clear and concise manner, and to be persuasive and tactful in controversial situations.
- Experience creating and maintaining positive relationships with diverse social and cultural groups (internally and externally).
- Skilled in situational analysis, decision-making, exercising independent judgment, and emergency situation response.
- Ability to work independently, manage competing priorities, and meet strict deadlines.
- Highly organized with keen attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Must be able to maintain confidentiality at all times.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo native language.
- Bachelor of Science Degree in Nursing (BSN).
- Two (2) years' prior experience working with Indian Health Services (IHS), a Tribe or Tribal organization.

WORK ENVIRONMENT

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Work Environment:

The work environment characteristics is generally performed in an interior/clinical setting with a moderate noise level. The employee maybe be exposed to unpleasant odors, bodily fluids, bloodborne pathogens, hazardous material and infectious disease. Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed. Some interaction with the public and local tribal officials is required.

Physical Demands:

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 using hands to handle objects, equipment, controls and reach with arms and hands. The employee must occasionally lift and/or move up to 25 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.

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 qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Hiring immediately!
- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application (resume not required, but encouraged) 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.