

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-24-09

Closing Date: Open until filled

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**POSITION TITLE: Public Health Nurse**

**DEPARTMENT: Public Health Nursing**

### **Position Summary:**

Under general supervision of the Director of Public Health Nursing, the Public Health Nurse (PHN) provides comprehensive nursing services to Winslow Indian Health Care Center (WIHCC) and Dilkon Medical Center's (DMC) service community through clinic programs and home health visits. Public Health Nursing in this new era of societal and political changes brings increased threats and challenges of increasing incidence of drug resistance organisms, concerns of the structure of our health care systems, and environmental changes with increasing public health epidemics of obesity, tobacco and alcohol related deaths. PHN will work with individuals, families and groups to promote health and wellness. The work might include assessment and nursing diagnosis as well as counseling and prevention services. Function autonomously and routinely interact with other area resources and at times will need to facilitate response by using proactive-interactive skills in order to obtain services for patient(s). Ensure that clinical documentation regarding clients is kept secure and confidential adhering to confidentiality. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Integrates ethical provisions and leadership in all areas of public health nursing practice.
- Advocates protecting the health, safety, and rights of the population.
- Acts independently using critical-thinking skills and within the professional nursing standards and the nursing scope of practice, and established "Physician Standing Orders," to engage individuals, families, and communities in order to control or prevent communicable disease; promotion of maternal, child, and adolescent health; prevention of abuse and neglect of children, elders, and spouses; outreach screen, case management, resource coordination and assessment, and delivery and evaluation of care for individuals, families, and communities.
- Implements nursing care within the standards of care and the nursing scope of practice.
- Implements critical-thinking strategies in the field and relies on evaluation of severity of health care related matters encountered in the communities.
- Directs patient care based on assessment skills when determining trip to the local field clinics or when to require implementation of Emergency Medical Services (EMS) system.
- Documents in the Electronic Health Record all nursing care and services provided as part of a multi-disciplinary team.
- Makes independent decision on the need for referrals based on assessments and objective data for additional patient care services.
- Utilizes Case Management skills based on independent objective data and the Patient Centered Medical Home model and team to provide continuity of care and to assist the patient with self-care and the prevention of adverse conditions.
- Responsible to coordinate and/or participate in the planning, implementing, and addressing psychosocial issues and concerns in client care.
- Coordinates and participates in the planning and delivery of health care services by collaboration with family members and appropriate resources, i.e. Various Medical Providers (WIHCC staff and outside providers), Special Diabetes Program, Perinatal program, WIHCC Care Coordinators, Tribal programs such as, Navajo Nation Community Health Representatives, Navajo Nation TB Coordinator, Navajo Nation Women Infant Children (WIC), Navajo Nation STD Coordinator, Mental Health, Home Health Care Agencies, CDC, and State and County Health Departments.
- Assist/be responsible for the plan, implementation, and evaluation of a comprehensive plan of care to meet the health care needs of clients in the communities.
- Conducts and coordinates epidemiological surveys and investigation with appropriate personnel, surveillance, and reports of index case and contacts.

- Manages and/or coordinates an immunization/disease-preventable control program for children and adults of all ages, as established in PHN policy.
- Provides education and coordinates home care to clients for prenatal, postpartum care, and other gynecological and obstetrical conditions.
- Prioritizes care to clients with high-risk conditions.
- Provides health education to mothers, especially first-time mothers; and coordinates home care to newborns, infants, and children.
- Identifies and prioritizes care to clients with high-risk conditions.
- Provides home care that may include physical and health assessments to newborns, infants, and children.
- Performs a key component in the segment of home care, which includes children's immunizations from birth through age 27 months, and including all other children's immunizations as established in PHN policy.
- Performs case management of children who are on Suspected Child Abuse and Neglect listing.
- Participates in a comprehensive school health program to assigned schools with existing Memorandum of Agreements in place, including Grant/Contract schools, Public Schools, Tribal Head Start Programs, and Parochial schools.
- Provides primary, secondary, and tertiary prevention activities in the schools to students, residential staff, and faculty.
- Provides and coordinates a comprehensive plan of care for adults and elderly clients based on community health needs and resources.
- Prioritizes care to clients with high-risk conditions.
- Considers factors related to safety, effectiveness, cost, and impact on practice on the populations in the planning and delivery of nursing care, policies, and services.
- Provides and participates in epi-response/emergency preparedness in the community in collaboration with all local, Tribal, State, County, and National Emergency Preparedness Programs.
- Assists DPHN and team leader to develop, implement/monitor, and evaluate/revise program policies and procedures, and PHN standing orders.
- Assists DPHN and team leader to develop short and long-term program goals and objectives based on the community health needs assessment, and National Healthy People Objectives. Interprets data to identify trends and deviations from needs assessment to target high priority or "at risk" areas in the communities.
- Coordinates and participates in a community needs assessment in assigned area; applies ethical, legal, privacy guidelines and policies to the collection and dissemination of data and information.
- Coordinates needs assessment survey, identifies community resources in assigned area, compiles community profile data and prioritizes health needs.
- Participates in quality assurance activities including evaluation of PHN program activities and improving quality patient-care outcomes.
- Participates in evaluation of staff members and peers. Review of peers will be done by peer review annually.
- Maintains proficiency and knowledge in trends affecting nursing issues such as treatments, concepts, skills, and nursing theories through continuing education, workshops, staff meetings, and Improving Organizational Performance team committees.
- Assists in promoting the assessment, planning, and evaluation of a comprehensive community health nursing program to meet the health care needs of individuals, families and communities.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

**Minimum Qualifications:**

Bachelor of Science degree in Nursing or entry of Masters of Nursing degree and minimum of two years of experience in Nursing or Public Health Nursing required. Must be licensed as Registered Nurse in the state of Arizona (excludes USPHS commissioned officers). Current CPR and BLS certification required. A certification in Public Health Nursing preferred. Previous Public Health Nursing experience preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge and ability to apply principles, concepts and theories, core functions and essential services of PHN to provide nursing care services in homes, schools, and community settings.
- Knowledge of adult learning and health education techniques and principles including: reproductive health education, related services information, option counseling and emergency contraception services.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Knowledge of Electronic Health Record documentation, medical record forms, State and Federal Laws that govern release of information, and patient consent.
- Knowledge of and awareness of cultural and language differences.
- Knowledge of communicable disease outbreak, medical emergencies, and other unforeseen causes.
- Knowledge of emergency preparedness, at home, work and in the community.
- Knowledge of incident command structure and its use in the community; public health nurse is a first responder.
- Knowledge of current recommendations of the Advisory Committee on Immunization Practices (ACIP) and/or the Arizona State Immunization Information System (ASIIS) for vaccination of infants, children, and adults.
- Knowledge of relevant OSHA Standards.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to demonstrate knowledge of ACIP and ASIIS guidelines to determine which immunizations are needed for an individual based on individual demographics and medical history.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to provide exemplary customer service at all times.
- Ability to demonstrate professional conduct and upholds the nursing practice standards of care set forth by the State Board of Nursing.
- Ability to be dependable in attendance and job performance.
- Ability to work in unstable family settings and high risk neighborhoods.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**