

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-19-18



**POSITION TITLE: Public Health Nursing Assistant**

**CLOSING DATE: 04/11/2019**

### **Position Summary:**

Under general supervision of the Director of Public Health Nursing (DPHN), the Public Health Nursing Assistant functions by assisting the Senior Public Health Nurse and the Public Health Nurse (PHN). Assists with interpretation, patient care in the homes and community setting, maintains GSA vehicles, and provides a variety of support duties as assigned. 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.
- Interprets, in the Navajo Language, the health teachings and instructions given by the Public Health Nurses (PHNs), and other health care providers, to patients using knowledge of medical terminology, anatomy, and physiology. Interprets to the PHN and other health care providers the health problems, needs and responses of the patients and the concepts of Navajo cultural, beliefs, and practices.
- Makes home visits with PHNs and/or other health professional and explains illness and treatment and care being given.
- Makes home visits independently to select patients or families, to elicit information, explain informed consent, deliver and explain referrals and appointments.
- Occasionally delivers prescription drugs, instructs patient/family in proper use of drugs, and discusses possible side effects as directed by a PHN or other primary care provider.
- Provides limited patient care under the supervision of the PHN. Takes vital signs; temperature, height, weight, blood pressure, and elicits health history of present complaint and reports findings back to the PHN.
- Assists PHN with clerical duties, data collection for reports, meeting minutes, and school health program activities such as immunizations, vision and audiology screenings, and other duties as assigned.
- Assists with the immunization program in setting up, maintaining and monitoring an immunization roster for children aged 3-27 months, elderly, and schools within their district.
- Assists PHN with preparing for, participating, and occasionally scheduling community events.
- Ensures proper GSA vehicle maintenance, including monthly reporting of vehicle mileages to General Service Department, scheduling repairs/service, and maintaining equipment in the vehicles. Knowledge of basic GSA vehicle functions including changing tires and operating 4X4.
- Orders supplies; transports supplies; performs PHN department inventory of all medical equipment and supplies; ensures storage and rotation of supplies on a monthly basis.
- Maintains the PHN record and reporting systems in accordance with established WIHCC policies and procedures. Records patient health data onto patient medical records and researches medical records for data.
- Travels to homes, communities, schools, etc. including during inclement weather.
- Able to work in an outdoor setting as needed, in order to provide care to patients and the community.
- 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:**

High School Diploma/GED; Certified Nursing Assistant (CNA) or Licensed Nursing Assistant (LNA) license is required. One year of experience in a home health care, or a patient care setting is preferred. Valid CPR Certification required. Bilingual skills in English and Navajo language preferred. Must have and maintain a valid, unrestricted, and insurable Driver's License. Must maintain a valid and unrestricted CNA or LNA license with the Arizona State Board of Nursing. 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 of the concepts, principles, and practices of patient care, patient teaching and documentation.
- Knowledge of the use of medical equipment and supplies for diagnostic and treatment procedures, i.e., vital signs.
- Knowledge of Navajo culture and traditions in order to facilitate discussion of health teachings when interpreting, and while when providing patient care.
- Knowledge of health-related issues, medical terminology, and health and child care education.
- Knowledge of work ethics in the work place setting.
- Knowledge of patient confidentiality and HIPAA.
- Skill in operating business computers and office machines; including Microsoft Windows applications such as Word, Excel, Access, Publisher, and PowerPoint.
- Ability to work in patients' homes, in situations where extreme caution must be exercised.
- Ability to travel to meetings, trainings, conferences, and other events.
- Ability to drive in rough terrain and work in outdoor environments. Must be able to adapt to inclement weather.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to dress appropriately.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, changes to schedule, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing with patients, health care providers, and community partners.
- 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 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. Work environment may involve exposure to outdoor physical risks, such as dust, wind, snow, sleet/hail, wind, heat, cold, and prolonged sun exposure. 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.**