

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-22-72

Closing Date: Open until filled

---



**POSITION TITLE: Senior Public Health Nurse**

**DEPARTMENT: Public Health Nursing**

### **Position Summary:**

Under general supervision of the Director of Public Health, coordinates a multidisciplinary team in the communities that are within WIHCC's service area and serves as a Team Leader to provide guidance and supervision to Public Health Nurses. Assists in assessing health care needs, planning, conducting, and evaluating service areas by working with whole communities and public health nurses to improve community health, safety, and increase access to care. Responsible for overseeing and managing the Communicable Disease Control, Women's Health, Child's Health, School Health, Adult/Geriatric Health, and Community Injury Control programs. 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.
- Provides and/or coordinates skilled nursing care to individuals, families, and groups in homes, schools, outreach clinics, and other community settings using the family centered and team approach.
- Defines and evaluates current updated policies, procedures and protocols i.e., standing orders and PHN criteria of care, competency criteria (age appropriate care – Neonate/Infant, Toddler, Preschooler, School Age / Adolescent, Adults, and Geriatric) in developing the total care program for community clients.
- Provides and coordinates health promotion (primary, secondary, and tertiary) focused prevention program for individuals, groups, schools, and communities.
- Coordinates a specified health promotion program in the community such as Tuberculosis Coordinator, Sexually Transmitted Disease, Maternal Child Health, School Health, Emergency Preparedness etc.
- Participates in the WIHCC Managed Care Program. Utilizes community resources to maximize health care for clients.
- Implements a PHN program to meet the unique health needs of clients.
- Conducts epidemiological surveys and investigations, surveillance of the index case and contacts, and research studies as needed.
- Coordinates and/or assists with life-threatening communicable disease outbreaks.
- Completes all state forms as required for management of disease.
- Works closely with all tribal, county, state, and federal entities.
- Manages or coordinates immunization or disease-preventable control programs for children and adults.
- Provides and coordinates home visits to clients for prenatal care, postpartum care, and other gynecological and obstetrical conditions.
- Prioritizes care to clients with high-risk conditions, such as children teenagers, older women, etc.; plans, implements, coordinates, and evaluates care plans on these clients.
- Provides and coordinates home visits to newborns, infants, and children.
- Provides and coordinates specialty clinics for children with special problems or needs.
- Provides and coordinates a comprehensive school health program for BIA, Grant / Contract Schools, Tribal Head Start Programs, Parochial, and Special Education students.
- Provides primary, secondary, and tertiary prevention in the schools to students, dormitory attendants, and faculty.
- Provides follow-up and family contacts as appropriate.
- Provides and coordinates a comprehensive preventive program for adults and elderly clients based on community health needs and resources.
- Delegates or assigns health care/services to appropriate health care providers or health care resources, i.e., Community Health Representatives, TB Technicians, STD Technicians, or Home Health Care Agencies.
- Coordinates with other community programs in targeting Community Injury Prevention and Safety Programs.
- Develops short-term and long-term program goals and objectives based on community health needs assessments by using data from needs assessment studies to target high priority or at risk areas in communities.

- Plans the Public Health Nursing Program for districts in collaboration with the Tribal, State, County, Federal agencies and community organizations.
- Implements health promotion activities involving family and community oriented health care program in accordance with IHS, NAIHS, and National Healthy People Objectives.
- Participates in planning for Improving Organizational Performance (IOP) Program for the community and Winslow Indian Health Care Corporation (WIHCC) Health Promotion Team.
- Coordinates IOP Plans of team members.
- Coordinates field surveys, client satisfaction surveys, and research reviews to obtain specific community health data.
- Assesses the behavioral and educational needs of the resident population.
- Teaches, assists, and is a preceptor for intern staff in logistics of obtaining community health needs assessment.
- Identifies other community health resources.
- Evaluates assigned program area using the program goals and objectives outlined in AAAHC guideline.
- Evaluates program data, i.e., referrals, registries, rosters, other records, reports and requirements of program activities.
- Assists the DPHN with evaluation of the WIHCC PHN program and collaboratively evaluates team members by peer review, by daily observation, and by meeting with the team members.
- Assists the DPHN with the necessary documentation to recommend personnel actions.
- Assists with the review of staff members.
- Assists in the mentorship, guidance and supervision of Public Health Nurses.
- Delegated as Director of Public Health Nurse as needed.
- 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:**

Bachelors of Science Degree in Nursing with a minimum of three years of Public Health Nursing experience. Master of Science Degree from an accredited college or university in nursing, public health, or related specialty and two years of Public Health Nursing experience preferred. Must be licensed as a Registered Nurse in the State of Arizona. CPR certification required. 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 in the application of a wide range of professional public health nursing theories, procedures, and techniques used in providing services in clinics, homes, schools, and community environments.
- Knowledge of statistical interpretation.
- Knowledge of administration and management concepts in order to develop, plan, conduct, and evaluate community health nursing programs.
- Knowledge of and ability to manage chronic health problems such as hypertension and diabetes in clinic or home environments.
- Knowledge of and ability to provide counseling or teaching on prevention to individuals on nutrition, common illnesses, child growth/development patterns, and mental health.
- Knowledge of drugs and biological and the desired effect in treatment of disease; as well as untoward and undesired side-effects.
- Knowledge and applied skill in utilizing concepts of adult education including motivating behavioral changes.
- Knowledge of the social, cultural, and economic factors of American Indian individuals and families within the area.
- 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.

- Skills in making physical and psychosocial assessments of communities, families and individuals, recognizing the range of "normal" and the manifestations of common abnormalities.
- Ability to seek the availability and use of community resources.
- Ability to take health histories, conducts physical assessments, and communicates results of laboratory tests.
- 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 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.**